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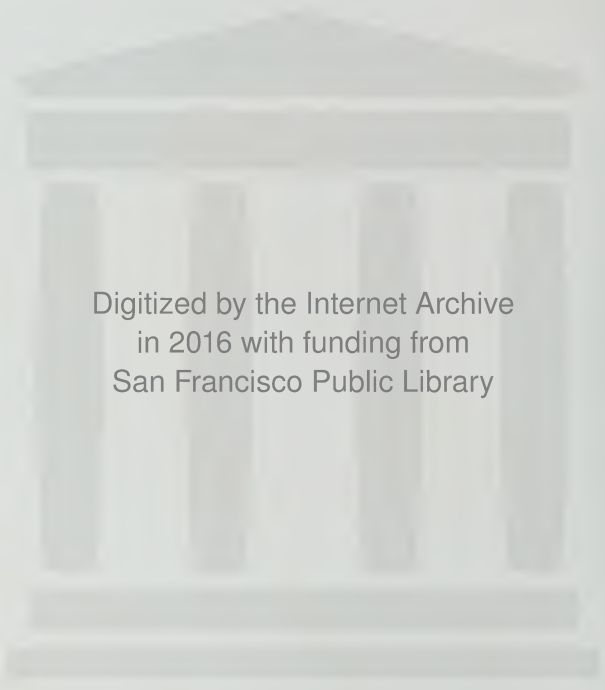
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PRIVATE INDUSTRY COUNCIL

AGENDAS AND MINUTES

1999

Documents have been very irregularly received from the Private Industry Council. Efforts to obtain the missing documents have been unsuccessful. This volume contains those that are available.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

DOCUMENTS DEPT.

OCT 20 1998

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TO: ALL COUNCIL MEMBERS

DATE: OCTOBER 9, 1998

FROM: *Greg Marutani*
GREG MARUTANI, COUNCIL SECRETARY

SUBJECT: 1999 SCHEDULE OF MEETINGS OF THE PRIVATE INDUSTRY COUNCIL.

The dates for the 1999 meetings of the Private Industry Council have been confirmed and are shown below. They will be held in the auditorium at the PG&E Energy Center located at 851 Howard Street. The meetings are scheduled to begin at 3:00 p.m. and end by 4:30 p.m. Please mark your calendars.

Tuesday.....January 12, 1999

Tuesday..... March 9, 1999

Tuesday..... April 13, 1999

Tuesday..... May 11, 1999

Tuesday..... July 13, 1999

Tuesday..... September 14, 1999

Tuesday..... November 9, 1999

Our thanks to the staff at the Energy Center for their continued support in allowing the PIC to hold its meetings at their facility.

cc: PIC Staff
PIC Subcontractors

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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DEC 03 1998
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TO: ALL COUNCIL MEMBERS

DATE: DECEMBER 4, 1998

FROM: CRAIG K. MARTIN, CHAIRMAN

SUBJECT: CHANGE TO THE COUNCIL MEETING SCHEDULE.

The regularly scheduled January 12, 1999 meeting of the Private Industry Council is being postponed and re-scheduled for Tuesday, February 9, 1999. I am requesting the Board of Directors to keep the January 12 meeting on their calendar to handle any pressing matter that may arise and need formal action prior to the February 9 meeting.

This change in meeting dates of the Council is necessary in order to cover several issues that will be addressed by the Evaluation Committee in January 1999, including its review of, not only the Job Training Partnership Act, but also evaluations of the Homeless programs, the refugee programs, the One Stop San Francisco, and CalWORKs, as well as begin looking at the federal Workforce Investment Act (WIA) and prepare recommendations to the full Council.

Actions taken by the Council at the February meeting will then provide the Planning Committee with guidance as it prepares PY'99 program design and as it reviews and assesses the subcontractors currently funded by the PIC and their ability to fulfill the program plan approved by the Council. Those recommendations will then come before the Council either at its March or April meetings of the Council for approval.

While we will rely on the PIC staff to provide us with the materials in a timely fashion, I ask each member of the Council to attend the scheduled meetings as we will begin our discussions as to what we will have to do to conform with the WIA and coordinate the employment and training funds administered by the PIC.

For your information and reference, below is a list of the revised Council meeting dates.

Tuesday, February 9, 1999
Tuesday, March 9, 1999
Tuesday, April 13, 1999
Tuesday, May 11, 1999
Tuesday, July 13, 1999
Tuesday, September 14, 1999
Tuesday, November 9, 1999

All meetings will be held at the PG&E Energy Center located at 851 Howard Street and start at 3:00 p.m.

In the meantime, let me wish you a happy holiday season.

cc: PIC Committee members
PIC Subcontractors
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

59.20 TO: ALL COUNCIL MEMBERS

DATE: JANUARY 7, 1999

12/99 FROM:  GREG MARUTANI, COUNCIL SECRETARY

anceled SUBJECT: JANUARY 12 COUNCIL MEETING CANCELED

This is to remind you that the meeting of the Private Industry Council originally scheduled for Tuesday, January 12 has been canceled.

The meeting has been rescheduled for Tuesday, February 9 at the PG & E Energy Center. An agenda will be distributed in late January.

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JAN 11 1999

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

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NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, February 5

DATE:	Tuesday, February 9, 1999
TIME:	3:00 -- 4:30 P.M.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

Revised February 2, 1999



If you require special accommodation due to a disability, please call Roberta Fazande at 431-8700 or TDD (800) 735-2929 (CRS) at least 72 hours in advance

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

Agenda

PRIVATE INDUSTRY COUNCIL

Meeting of February 9, 1999

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes

From the Council's November 10 meeting (enclosed) * *JS*

4. Chairman's report

5. Committee reports

- a. Evaluation Committee — Leslie Luttgens
 - 1. Modification of program design for San Francisco PY'98-99 JTPA Job Training Plan (enclosed) *
 - 2. Recommendation for initial implementation of the Workforce Investment Act (enclosed) *
- b. Planning Committee — Michael Mee
 - 1. Ratification of San Francisco's PY'98 30% JTPA Title IIA-C School-to-Career Project (enclosed) *
 - 2. Approval of San Francisco's 1999 JTPA Title IIB Summer Youth Employment & Training Program Plan (enclosed) *
 - 3. Report on CalWORKs employment & training Personal Assistance Employment Services (PAES) competition & Formula Welfare-to-Work programs (enclosed)
- c. Refugee Committee — Jack Fitzpatrick
 - Review of subcontractors' Federal Fiscal Year 1997 performance & recommendations for carry forward and additional Refugee Employment Social Services funds (enclosed) *
- d. Jobs For Youth (enclosed) — Mark Mosher

6. Staff reports

7. President's report (enclosed)

- a. USDOL Welfare-to-Work Round Two Competitive Grant
- b. Two-Year extension for Homeless Employment Collaborative
- c. Two Council members appointed to serve on the Workforce Development Advisory Committee of the First Source Hiring Administration
- d. Return of \$60,000 to State of PIC's PY'98 JTPA Title IIIA (40%-Rapid Response) funds *
- e. PIC receives JTPA Incentive Award
- f. State begins planning on Workforce Investment Act

8. Public testimony on non-agenda items * *

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set in advance a time limit for the testimony of individuals or organizations.*



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: JANUARY 26, 1999

FROM: LESLIE L. LUTTGENS
CHAIRWOMAN

SUBJECT: EVALUATION COMMITTEE RECOMMENDATIONS WITH RESPECT TO:

- MODIFICATION OF THE PROGRAM DESIGN FOR SAN FRANCISCO'S PY'98-'99 JOB TRAINING PLAN UNDER THE *JOB TRAINING PARTNERSHIP ACT* (JTPA); AND
- INITIAL IMPLEMENTATION OF THE *WORKFORCE INVESTMENT ACT* (WIA)

Introduction:

At public hearings held on January 12th and 26th, the Committee reviewed and discussed:

- the performance and benefit/cost data in the November 19th report from the PIC Staff (distributed previously to all members of the Council and the Mayor) on eleven different programs that were conducted during Program Year 1997 under the *Job Training Partnership Act* (including the 1998 Summer Youth Employment and Training Program under JTPA Title IIB) as elements of San Francisco's One Stop System;
- public comments and responses to issues raised in that report about the PY'97 JTPA Programs and the previously approved designs for all PY'98 and PY'99 JTPA Programs;
- selected performance data that were provided to members of the Committee on six additional employment and training programs, or related sets of programs, that are now administered by the PIC as additional elements of San Francisco's One Stop System;
- other programs that are now administered as additional elements of San Francisco's One Stop System by other "partners" (i.e., the Local Office of the National Council on Aging, the San Francisco Community College District, the San Francisco Department of Human Services, the San Francisco Unified School District, the Regional Office of the State's Department of Rehabilitation, and the Local Offices of the State's Employment Development Department) for which data were not provided for review;
- additional programs which the new *Federal Workforce Investment Act* requires or encourages be incorporated into each local one stop system as elements and for which it requires or encourages the administrative entities be incorporated as "partners";
- a draft of "California's Integrated Workforce Development Plan" issued by four "partners" in the State's One Stop System which constitutes the State's initial response to the new Federal WIA; and
- excerpts from the new Federal WIA on the designations of "Local Workforce Investment Areas" and, within each, of "Local Workforce Investment Boards" (or Local WIBs).

Related to all of this information (which is extraordinary not only in its volume but in its complexity), the Evaluation Committee is making the following recommendations.

Design of San Francisco's PY'98-'99 Job Training Plan:

Based on its review of:

- all performance and benefit/cost data for the PY'97 JTPA Programs;
- selected information provided about the current PY'98 JTPA Programs; and,
- based on the fact that the PY'99 JTPA Programs will be the principal, but not the only, vehicle for the transition to a fully functioning One Stop System required by the WIA by the end of PY'99;

the Committee recommends that:

- participant enrollment goals for PY'99 Job Training Partnership Act programs remain as is, and that an Ad Hoc subcommittee of the Evaluation Committee, the Planning Committee, or both, meet to examine the gaps between planned and actual performance and recommend strategies to close those gaps, where appropriate.

Implementation of the *Workforce Investment Act* :

Based on its reviews of:

- information about current and prospective programs and their administrative entities that may be included in San Francisco's One Stop System;
- the State's initial response to some of the opportunities in the new WIA; and
- selected statutory language in the new WIA (for which proposed regulatory interpretations are not scheduled to be published until the first week of February);

the Committee recommends that:

- the Council ask the Mayor to request the Governor's designation of the City and County of San Francisco as a "Local Workforce Investment Area";
- the Council ask the Mayor to request the Governor's designation of the Private Industry Council of San Francisco as an "Alternate Entity" to function as San Francisco's Workforce Investment Board";
- the Council initiate the process of transition to a WIB, modify its membership as appropriate to comply with the requirements of the WIA, including seeking input from other stakeholders, and act as San Francisco's WIB during the transition period; and
- the Council recognize the problematic nature of WIA's Section 117, and authorize the staff to represent the Council's concerns regarding it (and other contradictory sections of the Act) at the state and national levels and seek to resolve those contradictions.

cc: Will Lightbourne, SFDHS
 Linda Davis, SFUSD
 Nicholas DeLorenzo, NCOA
 Ronnie Davis, SFHA
 All PIC Subcontractors
 Stephen Bingham, SFNLA
 Mary Ann Goodwin, CDE/EPU
 Joan Crigger and Josie Hathway, USCM

Philip Day, CCSF
 Lucy Scarbrough, EDD
 Pam David, MOCD
 Annie Chung, SHE
 All San Francisco One Stop Partners
 Irene Martinez, EDD/JTPD
 Virginia Hamilton, CWA



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

FROM: MICHAEL MEE, COMMITTEE CHAIRMAN

SUBJECT: PLANNING COMMITTEE REPORT

DATE: JANUARY 20, 1999

Today, the Committee met to review information and to formulate recommendations with respect to the following three issues.

Ratification of San Francisco's PY'98 "Thirty-Percent" JTPA Titles IIA-C (8%-School-to-Career) Project:

Early last year, State Legislation was enacted which, effective last July, required all "Thirty-Percent" JTPA Titles IIA-C (8%-State Education Coordination Grant) monies to be allocated by a specified formula and to be used to finance "workplace learning" activities in agreements between:

- the entity that had been designated by the private industry council and the chief local elected official to administer all JTPA Programs for the Service Delivery Area (SDA); and
- the entity that had been designated to administer all programs of the School-to-Career Partnership that had been approved by the State for that same SDA.

At that time, the City and County of San Francisco was the only SDA in the State without an approved School-to-Career Partnership. In late-June, the State approved a School-to-Career Partnership formed by the Every Child Can Learn Foundation, the San Francisco Chamber of Commerce, and the San Francisco Unified School District.

Shortly thereafter, representatives of the SFSTC Partnership ratified the decision of the Council and the Mayor to proceed with the Summer Training Employment Program/School-to-Career (STEP/STC) in the 1998 JTPA Title IIB (Summer Youth Employment and Training Program) and, in an agreement with representatives of the PIC's Staff and of the California Department of Education, to implement a PY'98 JTPA Titles IIA-C (8%-School-to-Career) Project that would serve approximately 31 youths attending Downtown, Ida B. Wells, and Mark Twain High Schools. The project includes a rigorous contextualized academic curriculum that incorporates work experiences or paid internships essential to developing economic vitality and competitiveness. Through these experiences the youths participating are expected to become competent workers possessing the basic skills of life long learning as well as advanced skills of problem solving and creative thinking. The program will link education to the skills necessary for high wage career pathways.

The Committee recommends that the agreement executed by representatives of the PIC and of the SFUSD in late-1998 be ratified by the Council and the Mayor for a budget of \$61,654 in federal JTPA funds and an equal amount in matching funds to be raised and expended on the project by the SFUSD.

Because the *Workforce Investment Act of 1998* (which was enacted after the State's legislation) expressly prohibits any financial support for "School-to-Work" activities (the federal term for California's "School-to-Career" activities) and because WIA has already taken effect and its requirements may already apply to JTPA, a provision has been included in the cooperative agreement between the California Department of Education (CDE) and the PIC holding the latter harmless from any financial liability in that respect.

Approval of San Francisco's 1999 JTPA Title IIB (SYETP) Subpart Plan:

In October of last year, \$871 million was appropriated for all 1999 JTPA Title IIB (SYETPs); this is identical to the amount appropriated for all of the 1998 SYETPs. So far neither the formula allotments of those appropriated monies for the states nor the formula allocations of those allotted monies for the SDAs have been announced. Nevertheless, PIC Staff conservatively estimates that the hold harmless amount of San Francisco's allocation of 1999 SYETP monies will be at least \$2,000,000 (compared to the \$2,581,979 which was received for the 1998 SYETP).

Because the end of SFUSD's spring term and the start of its summer school will both occur even earlier this year than they did last year and because one of the key findings in this Committee's review of last summer's program was that there was inadequate time allotted for recruitment and enrollment of eligible youths, the Committee recommends that approval of the plan for this subpart of San Francisco's Job Training Plan be advanced so that subcontracts can be authorized to start by April 1st.

While the Evaluation Committee is still reviewing data from the 1998 SYETP for possible modifications it may recommend for the basic design of the 1999 SYETP (those recommendations will be forwarded to the Council and the Mayor at the same time these recommendations are forwarded), this Committee assumes there will be no major design modifications recommended.

As a result of its October 1998 review of all performance data from the 1998 SYETP, the Committee determined that all subcontractors performed satisfactorily. Since proposed subcontracts were last solicited in early 1997 for the ensuing three program years, they and all competing proposed subcontracts that were submitted in response to that same solicitation are still eligible to be selected as 1999 SYETP Subcontracts.

Therefore, the Committee is recommending that twelve of the fourteen 1998 SYETP Subcontracts be renewed for the 1999 SYETP at allocated budget amounts that are consistent with the distribution formulae displayed in the first attachment to these recommendations and with the final amount of 1999 SYETP funds that are eventually allocated for the City and County of San Francisco. Representatives of two 1998 SYETP Subcontractors are requesting the following changes for the 1999 SYETP Subcontracts for their respective program components.

- Late last year, Careers Abound reportedly ceased doing business and merged its programs with those of Career Resources Development Center. The Boards of Directors of both organizations have reportedly authorized their representative to request that all of the former organization's rights to and responsibilities for a 1999 SYETP Subcontract be assigned and delegated to the latter organization.
- Recently, representatives of the Glide Memorial Foundation and of the Vietnamese Youth Development Center have reportedly agreed to dissolve their relationship and have also requested that all of the former organization's rights to and responsibilities for a 1999 SYETP Subcontract be assigned and delegated to the latter organization.

The Committee has instructed PIC Staff:

- to verify that the boards of directors of all involved organizations have duly authorized the requests that have been transmitted;
- to verify that the organizations that are being proposed to assume those subcontracts have all of the basic organizational capabilities specified in the PIC's "Initial Determination of Responsibility";
- to conduct pre-award surveys of both organizations and programs being proposed to determine that each meets or exceeds the performance and administration standards specified in both the solicitation of those proposed subcontracts and in the predecessor's proposal that was selected; and
- to report back to the Committee for recommended authorization for the Staff to proceed with the proposed new organization for the same program component.

In the event that the Committee is unable to recommend that the Staff be authorized to proceed with one or both of the new organizations being proposed, the Committee:

- could recommend that other proposed subcontracts for the same program components that were submitted, but not selected, at the same time could be considered for possible selection under these new circumstances (this option would only be available for one of the two program components); or
- it could recommend that a new competitive procurement of proposed subcontracts for either or both program components be conducted.

Obviously, time will be of essence for whichever alternative is determined to be both necessary and appropriate.

Work Experience Program Components:

The Committee recommends that youths enrolled in the work experience program components:

- begin work on Monday, June 14th, and conclude by August 6th;
- work twenty hours per week for 7.8 weeks (there would be no work or pay for the July 4th holiday, which will be observed on Monday, July 5th); and
- receive a wage of \$5.75 per hour, except for youths who are enrolled in the "older youth" Educational Component (see below).

Educational Program Components:

The Committee is not recommending changes to any of the Educational Program Components.

The San Francisco Unified School District (SFUSD) would continue to provide educational options at such sites as the University of California at San Francisco, the University of San Francisco, San Francisco State University, the San Francisco Community College's Southeast Campus, and at Lowell and Mission High Schools. However, the SFUSD has not yet determined if it is going to offer a six-week or a five-week summer school session.

If a six-week session is offered, summer school would begin June 14th and end July 23rd. Middle school classes would be scheduled from 8:00 a.m. to noon and high school classes would be scheduled from 8:00 a.m.-12:30 p.m.

If a five-week summer school is offered, summer school would begin June 14th and end July 16th. Middle school classes would be scheduled from 8:00 a.m.-12:30 p.m. and high school classes would be scheduled from 8:00 a.m.-1:00 p.m.

The PIC-financed Educational Components would be offered on the same schedules as those of the summer session that is selected. Obviously, accommodations would also have to be made in the schedule of work hours for each participating eligible youth.

The Committee also recommends that:

- an hourly wage of \$5.75 continue to be paid for those who participate in the Educational Program Components; but that
- a wage of \$6.50 per hour be paid to "older youths" who participate in the City-wide program that has been designed for "out of school youths".

Summer Training and Education Program --- School-to-Career Program:

The Committee recommends that youths enrolled in the STEP-STC Program:

- begin work on Monday June 14th and conclude by August 6th;
- work fifteen hours per week for 7.8 weeks (there would be no work or pay for the July 4th holiday, which will be observed on Monday, July 5th);
- attend a six-week STEP/STC Educational Component which should begin on June 14th and conclude by July 23rd for twenty hours per week at Downtown High School; and
- receive a wage of \$5.75 per hour for a combination of work experience and remedial education activities.

PIC staff is planning an aggressive campaign to ensure that all youths are notified of all documents that will be required to be produced for purposes of determining their eligibility for the SYETP. Through a collaborative effort with the PIC's Jobs For Youth Program (JFY), a list of all community-based and school-based job fairs is being developed for the purpose of scheduling presentations to talk about employment opportunities this summer. Flyers will be distributed at these job fairs identifying the PIC's SYETP Subcontractors, the application dates for each, and the documents that are required for purposes of determining eligibility. The Job Hot Line (861-JOBS) will also contain similar information about the SYETP and the documentation that is required to determine eligibility. PIC Staff is confident that the "SYETP Income Disregard" that used to apply to benefits received under the AFDC Program (i.e., the Aid to Families with Dependent Children) Program will now apply to benefits received under the new TANF Program (i.e., the Temporary Assistance for Needy Families) Program.

The PIC will continue to be responsible for all eligibility determinations and certifications, subcontract negotiations, monitoring, fiscal and programmatic reporting, evaluation, and, for those youths enrolled in all program components other than those of the SFUSD, all payroll functions.

The Committee recommends that all SYETP Subcontracts be developed and executed for the period from April 1st to September 30th.

Reports on the CalWORKs Employment and Training, the Personal Assisted Employment Services, the Competitive and the Formula Welfare-to-Work Programs:

The CalWORKs Employment and Training Program:

Last February, the PIC and the San Francisco Department of Human Services issued a joint Request for Qualifications (RFQ) for organizations that would be interested in developing subcontracts with the PIC for the provision of employment and training services to recipients of benefits under San Francisco's CalWORKs (California Work Opportunity and Responsibility for Kids) Program and its federal equivalent known as the TANF (or Temporary Assistance for Needy Families) Program.

The RFQ had five different submission dates: March 23rd, May 4th, July 6th, October 5th, and December 1st. By December 1st, the PIC had received a grand total of seventy responses to the RFQ (please refer to the second attachment). Task forces of representatives of the community, the private sector, the PIC, Inc., and the SFDHS were assembled to review each of the five sets of responses received and to recommend which among them should be selected for the purpose of developing subcontracts.

In April, a three-year CalWORKs Employment and Training Contract between the PIC and the SFDHS was approved and executed. The contract was initially financed with Local *ad valorem* Funds and State General Funds provided to the SFDHS as a match for the Federal Formula Welfare-to-Work (WtW) Funds. The contracted program was intended to supplement both the Competitive and the Formula WtW Programs.

In the first phase, PIC Subcontracts for nine Job Readiness (or "soft skill training") Programs were developed and financed under the contract between the PIC and the SFDHS for CalWORKs Recipients who already possessed specific occupational (or "hard") skills and who generally did not meet either the "70%" or the "30%" eligibility criteria specified for the Federal WtW Programs.

In the second phase, PIC Subcontracts for nine Job (or "hard skill") Training Programs were developed for CalWORKs Recipients who needed those services in addition to Job Readiness Preparation and, again, who generally did not meet either the "70%" or the "30%" eligibility criteria for the Federal WtW Programs. Five more Job Training Programs were scheduled to begin in early January.

Implementation of the CalWORKs Employment and Training Program was somewhat slower than originally expected. There are two primary reasons.

- First, in order to have a "seamless system" for the CalWORKs Employment and Training Program, the Competitive Welfare-to-Work Program, the Formula Welfare-to-Work Program, and, subsequently, the Personal Assisted Employment Services (PAES) Program, the PIC and the SFDHS intended to develop common procurement, accounting, subcontracting, monitoring, data collection, and reporting subsystems for all four programs. While those subsystems are now almost fully developed for the CalWORKs Employment and Training and the PAES Programs, those for the two Welfare-of-Work Programs are still far from being developed for reasons explained subsequently.
- Second, the number of referrals of Recipients of CalWORKs and of General Assistance (GA) Benefits to these four programs has not yet reached the pace that was expected in April of last year (i.e., 600 per month). There are three reasons for this generally. First, referrals did not actually begin until July because of delays in the development of new modes of communication between the PIC and the SFDHS. Second, a greater number of the "more employable" Recipients of CalWORKs and of General Assistance Benefits were able to find unsubsidized employment on their own in an expanding local economy, especially when encouraged to do so by the inducements (e.g., time limits, etc.) that were being articulated for "reforming" the welfare system. And, third, the initial demand for more specific occupational (or "hard skill") training exceeded expectations in the "two-step, phase-in" strategy described previously.

Through the month of December, 419 CalWORKs Recipients have been enrolled in this program and, of those, forty have already been placed in unsubsidized employment. Of those enrolled, 118 (or 28%) met the WtW's "70%" criteria and 294 (or 70%) met the WtW's "30%" criteria.

Thus, instead of "supplementing" the Federal WtW Programs, the CalWORKs Employment and Training Program (with 98% of its participants being eligible for the WtW Programs) initially appears to be a "substitute for" them (please refer to the subsequent reports on these two programs). The PIC and the SFDHS intend to refinance retroactively as many of these CalWORKs Employment and Training Program Subcontracts as possible with WtW Funds once the Federal Government promulgates official definitions for the essential performance and GAAP-compliant accounting terms.

The Personal Assisted Employment Services (PAES) Program:

In July, the CalWORKs Employment and Training Contract between the PIC and the SFDHS was modified to add the PAES Program to it. While this program is also financed with Local *ad valorem* Funds, it is also includes Federal Food Stamp Employment and Training (FSET) Funds. It is designed to provide employable adults receiving General Assistance (GA) benefits (which are financed exclusively with Local *ad valorem* Funds) with the education, training, and supportive services. Since it was and is anticipated that some of the Recipients of GA Benefits who will be eligible for the PAES Program will also be "Non-Custodial Parents" of minors in families receiving CalWORKs Benefits and who, therefore, may also be eligible for the same or similar services under either Federal WtW Program, the PAES Program is intended to supplement the WtW Programs described subsequently.

Beginning early in November, Representatives of the PIC and the SFDHS developed additional enhancements to the common procurement, accounting, subcontracting, monitoring, data collection, and reporting subsystems for this particular program and the WtW Non-Custodial Parent Programs and Representatives of the PIC's CalWORKs Subcontractors are now being asked to review the possibilities of expanding those programs to accept and serve referrals of GA Recipients interested in either PAES or WtW services. There have not yet been any enrollments in the PAES Program.

The Competitive Welfare-to-Work (WtW) Program:

The three-year grant for this program was awarded by the U.S. Department of Labor at the end of last June as a result of a national competition conducted earlier. The three components of this program are: five "Employment Retention Models", a "Wage-Based Community Service Pilot Program" (since renamed the "Community Jobs Program"), and a "Construction Careers Advancement Program" (CCAP).

Referrals of CalWORKs Recipients to the five "Employment Retention Model" Subcontractors began in early November. There were approximately twenty participants enrolled in them as of December 31st. Implementation of the "Community Jobs Program" is scheduled begin this month. A solicitation of proposed subcontracts for the CCAP is also scheduled to be issued this month.

The continued lack of official Federal definitions for certain essential terms of program performance and inconsistencies in the U.S. Department of Health and Human Services' and the U.S. Department of Labor's accounting and reporting requirements for both the Competitive and the Formula WtW Programs pose significant risks to the states and private industry councils, including this PIC, administering them. They are the primary, if not the only, impediment to those programs not being implemented more rapidly. Please refer to the related comments in the subsequent section of this report.

The Federal Fiscal Year 1998 Formula Welfare-to-Work (WtW) Program:

The three-year plan and subgrant for this program was approved by the State's Employment Development Department (EDD) at the beginning of last October. As of December 31st, no enrollments have been recorded in it yet. The reasons no CalWORKs Recipients are enrolled are that, until the U.S. Department of Health and Human Services, the U.S. Department of Labor, or both:

- promulgate "official definitions" for each of the three most essential terms of performance (i.e., "subsidized employment", "termination of participants", and "unsubsidized employment") that apply to welfare-to-work programs in this context; and
- eliminate both sets of inconsistent requirements for accounting for expenditures incurred by individual "program activities" (for which there are no Federal definitions) and by individual participants;

it is not possible to procure or develop service provider subcontract agreements for any "work-first program activity" that comply with the required "Generally Accepted Accounting Principles" (GAAP). Without such agreements, there are no programs into which CalWORKs Recipients can be enrolled.

As indicated earlier, the PIC reserves the right to refinance as many of the CalWORKs Employment and Training Program Subcontracts that have already been executed with these Formula WtW Funds once the Federal Government promulgates official definitions for the essential performance and GAAP-compliant accounting and reporting requirements.

Last October, a second three-year set of \$1.5 billion of Welfare-to-Work monies was appropriated for Federal Fiscal Year 1999. As of this date, no information is available on:

- how or when the U.S. Department of Labor intends to conduct a solicitation or solicitations of competitive proposals for 25% of those monies;
- how or when the U.S. Department of Labor intends to allot the remaining 75% of those monies by formula to all states; and
- how or when the State of California intends to allocate 85% of those allotted monies by formula to all Service Delivery Areas and, for the remaining 15% of those allotted monies, a possible statewide competition.

Integration of all Programs into San Francisco's One-Stop System:

PIC staff involved with the CalWORKs Employment and Training Program, the PAES Program, the Competitive WtW Program, and the Formula WtW Program have been out stationed and co-located with SFDHS Employment Specialists at the following One-Stop sites:

- the San Francisco Career Link Center and its annex at 3120 Mission Street where it intersects with Cesar Chavez Boulevard;
- the SFDHS PAES Office at 1235 Mission Street near Eighth Street;
- the SFDHS Career Center at the Southeast Campus of the City College of San Francisco at 1800 Oakdale Avenue; and
- the SFDHS Main Office at 170 Otis Street.

The Welfare-to-Work Advisory Committee:

As instructed by the Council, a Welfare-to-Work Advisory Committee has been established to advise the PIC and SFDHS staffs on operational issues relating to feedback and suggestions regarding the implementation of training and employment activities. The Committee consists of members of all subcontractors serving CalWORKs or PAES Recipients, former participants in subcontracted programs of the PIC, and advocacy organizations.

Currently, there are two vacant slots on the WtW Advisory Committee, both being representatives from the Committee of Contracting Agencies (CCA). Nominations were due on January 15. The CCA will select its representatives next month.

There have been monthly meetings of the WtW Advisory Committee since last September. Meetings are held each month at the site of a PIC Subcontractor providing services to CalWORKs or PAES Recipients, allowing members of the advisory group to review that program at the same time. Staff reports that these meetings have been very productive, stimulating and well-attended. Discussions have evolved around referrals, testing, assessment and job placements.

cc: All Planning Committee Members
 PIC Staff
 Will Lightbourne and SFDHS Staff
 Tom Latham, SFUSD
 Stephen Bingham, SF NLAF
 Mary Ann Goodwin, CDE/EPU
 Irene Martinez, EDD/JTPD
 Christine Chudd, Region IX USDOL/ETA

Two Attachments

PLANNING ESTIMATES FOR SYETP 1999
Based on 7.8 weeks/@ \$5.75 per hr. * 20 hrs/week

1999 Allocation (estimate)	\$2,000,000
Plus 1998 Carry-in	\$0
Subtotal	\$2,000,000
Less 11.1% PIC Administration	\$221,604
Subtotal	\$1,778,396
Less Cost for CTBS Scores & Work Permits	\$3,398
Less Intake, Certification, Prog.Comp. Spec.	\$209,953
Total Available For Program Activities	\$1,565,045

NON-WORK EXPERIENCE		Total \$	Program \$	Admin. \$	Slot Level
In School Ed. Component	<i>Includes wages</i>	\$144,000	\$136,800	\$7,200	*200
Older Youth Ed. Component	<i>Includes wages</i>	\$52,400	\$49,780	\$2,620	40
STEP	<i>Includes wages</i>	\$184,000	\$174,800	\$9,200	*56
Non-Work Experience Totals		\$380,400	\$361,380	\$19,020	40

Balance Available for Work Experience \$1,184,645

WORK EXPERIENCE		Total \$	Program \$	Admin. \$	Slot Level
Severely Disabled	0.03000	\$36,575	\$34,746	\$1,829	19
Citywide-Public Schools	0.33000	\$391,020	\$371,469	\$19,551	266
Citywide-Private Schools	0.04750	\$55,860	\$53,067	\$2,793	38
Bayview/Hunters Point	0.05754	\$67,620	\$64,239	\$3,381	46
Central City	0.05613	\$66,150	\$62,842	\$3,308	45
Chinatown/North Beach	0.04237	\$49,980	\$47,481	\$2,499	34
Mission	0.10301	\$122,010	\$115,909	\$6,101	83
Oceanview/Merced/Ingleside	0.03099	\$36,750	\$34,912	\$1,838	25
Outer Mission	0.04232	\$49,980	\$47,481	\$2,499	34
Potrero Hill	0.02663	\$30,870	\$29,326	\$1,544	21
Richmond/Sunset	0.11594	\$138,180	\$131,271	\$6,909	94
Visitation Valley	0.03556	\$42,630	\$40,498	\$2,132	29
West Addition/Haight Ashbury	0.08201	\$97,020	\$92,169	\$4,851	66
Work Experience Totals	1.00000	\$1,184,645	\$1,125,410	\$59,235	800

AREA/COMPONENT	SUBCONTRACTOR	Slot level +5%
In School Education	S.F. Unified School District	840
Older Youth Education	S.F. Educational Services	
STEP	S.F. Unified School District	
Severely Disabled	Careers Abound, Inc. *	
Citywide-Public Schools	S.F. Unified School District	
Citywide-Private Schools	Bernal Heights Neighborhood Center	
Bayview/Hunters Point	Young Community Developers, Inc.	
Central City	Vietnamese Youth Development Center *	
Chinatown/North Beach	Community Educational Services	
Mission	Horizons Unlimited, Inc.	
Oceanview/Merced/Ingleside	Ingleside Community Center, Inc.	
Outer Mission	Mission Neighborhood Centeres/Precita	
Potrero Hill	Potrero Hill Neighborhood House	
Richmond/Sunset	Chinatown Youth Center/Directions	
Visitation Valley	Visitation Valley Community Center, Inc.	
West Addition/Haight Ashbury	YMCA-Buchanan Branch	

* Need for additional information.

1999 footnotes:

Wages at \$5.75 per hr. x 20 hrs. x 7.8 weeks = \$897

The slot level cost is \$1,470, the same as 1998.

For the severely disabled, the slot level cost is \$1,925, the same as 1998.



STATUS OF THE CALWORKS RFQ PROPOSALS RECEIVED
as of 1/14/99

AGENCIES	PROPOSAL NUMBER	DATE RECEIVED	SCOPE OF WORK
Reviewed and have contracts:			
Arriba Juntos	7, 8, 11	3/23/98	Job Training
Arriba Juntos	10	3/23/98	Work Readiness
Arriba Juntos	13	3/23/98	Job Training
Asian Neighborhood Design	23	3/23/98	Work Readiness
Catholic Charities	21	3/23/98	Job Training
Center for Employment Training	53	7/6/98	Work Readiness
Family Service Agency of San Francisco	17	3/23/98	Job Training
Glide Memorial Church	29	3/23/98	Job Training
Goodwill Industries Inc.	36	3/23/98	Job Training
Jewish Vocational Service	30/37	3/23/98	Work Readiness
Juma Ventures/Jewish Vocational Service			
Mission Language & Vocational School/Mission Neighborhood Centers	31/14	3/23/98	Job Training
Morrisania West	35	3/23/98	Work Readiness
Northern California Service League	2	3/23/98	Work Readiness
The Family School	12	3/23/98	Work Readiness
Toolworks Inc.	38	5/4/98	Job Training
Visitation Valley Jobs, Education & Training Program	49	5/4/98	Work Readiness
Young Community Developers	34	3/23/98	Work Readiness
Reviewed and will have contracts on 1/1/99			
California Lawyers for the Arts	55	7/6/98	Job Training
Florence Crittenton Services	6	3/23/98	Job Training
Poor Magazine	32	3/23/98	Job Training
San Francisco Shipyards Training Center	26	3/23/98	Job Training
San Francisco Vocational Services	59	10/5/98	Job Training
Reviewed and not recommended for funding			
Arriba Juntos	9	3/23/98	Job Training
Bay Area Urban League	51	7/6/98	Work Readiness
Renaissance Parents of Success	52	7/6/98	Job Training
Renaissance Parents of Success	56	10/5/98	Job Training
The Learning Center	22	3/23/98	Job Training
Reviewed but pending negotiations and/or clarification and demand for services:			
Catholic Charities	23	3/23/98	Job Training
Chinese for Affirmative Action	20	3/23/98	Job Training
Career Resources Development Center	57	10/5/98	Job Training
Filipino American Council of San Francisco	24	3/23/98	Job Training
Glide Memorial Church	15,16	3/23/98	Job Training
Inner City Youth Inc.	43	5/4/98	Work Readiness
International Rescue Committee	5	3/23/98	Work Readiness
Jewish Vocational Service	28	3/23/98	Work Readiness
Korean Center, Inc.	47	5/4/98	Job Training
Marriott, Tampa Fl.	41	5/4/98	Job Training



STATUS OF THE CALWORKS RFQ PROPOSALS RECEIVED
as of 1/14/99

AGENCIES	PROPOSAL NUMBER	DATE RECEIVED	SCOPE OF WORK
Mission Hiring Hall/SOMECA	27	3/23/98	Work Readiness
Oxman College	3	3/23/98	Job Training
San Francisco Council on Homelessness	40	5/4/98	Job Training
San Francisco Educational Services	18	3/23/98	Work Readiness
San Francisco League of Urban Gardeners	46	5/4/98	Job Training
Self-Help for the Elderly	58	10/5/98	Job Training
Southeast Asian Community Center	44	5/4/98	Job Training
The Arc San Francisco	48	5/4/98	Job Training
Walden House Inc.	45	5/4/98	Work Readiness
Women in Community Services	4	3/23/98	Work Readiness
Young Community Developers	33	3/23/98	Job Training
Incomplete submissions:			
Alameda Computer Center	42	5/4/98	Job Training
Black Data Processing Associates, Berkeley	19	3/23/98	Job Training
Coalition for Low Income Housing	54	7/6/98	Job Training
Community Computer Center	25	3/23/98	Job Training
East Bay Institute of Business & Legal Training	50	7/6/98	Job Training
Waterman Training Institute, San Mateo	1	3/23/98	Job Training
Not reviewed yet:			
African Immigrant & Refugee Resource Center	39	5/4/98	Job Training
Hotel Employees and Restaurant Employees Union	64	12/1/98	Job Training
Jewish Vocational Service	65,66,67,68,69	12/1/98	Job Training
National Training Institute Inc.	62	12/1/98	Job Training
Potrero Hill Neighborhood House	60	12/1/98	Job Training
Toolworks Inc.	61	12/1/98	Job Training
Volunteer Legal Services Program	70	12/1/98	Job Training
Women's Initiative for Self Employment	63	12/1/98	Job Training





PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: ALL COUNCIL MEMBERS
HONORABLE WILLIE L. BROWN, JR.

DATE: JANUARY 5, 1999

FROM: JACK FITZPATRICK, REFUGEE COMMITTEE CHAIRMAN 

SUBJECT: REVIEW OF SUBCONTRACTORS' FEDERAL FISCAL YEAR (FFY) '97
PERFORMANCE AND RECOMMENDATIONS FOR CARRY FORWARD AND
ADDITIONAL REFUGEE EMPLOYMENT SOCIAL SERVICES FUNDS

The Refugee Committee met on January 5, 1999 and reviewed subcontractor performance for FFY '97 and considered PIC Staff's recommendations for additional funding.

Background

In September, PIC staff received notification of final Refugee Employment Social Services (RESS) formula and RESS supplemental funding, and in November, funds that were unexpended from FFY '97 were determined.

These funds are as follows:

Additional RESS funds	\$120,944
Supplemental RESS funds	\$108,269
Carry Forward RESS funds	\$40,830
Carry forward TA funds	\$40,910
<u>Total</u>	<u>\$310,953</u>

The additional RESS funds are a result of unexpended federal funds that the Office of Refugee Resettlement (ORR) carried forward from previous funding years. In addition, San Francisco applied for and was awarded supplemental RESS funds specifically to provide services for Temporary Assistance to Needy Families (TANF) recipients.

Attached are two tables (green). Table 1 displays subcontractor performance for FFY '97 from October 1, 1997 – September 30, 1998. The data include actual versus planned enrollments and employment entries, and actual employment entries versus actual enrollments. It should be noted that approximately 74 enrollments occurred in July, August, and September and thus the agencies had less than 90 days in which to place those refugees in jobs. Some of these late enrollees have been re-enrolled into FFY '98 programs. As can be seen from this table, Vocational Training (VT) programs achieved 98% of their enrollment goal, while enrollment in Employment Services (ES) programs only reached 57% of goal. In addition, ES programs placed a slightly higher percentage of their enrollees into jobs than did the VT programs.

County Plan

In June, PIC staff submitted a draft Refugee County Plan and a draft Annual Performance Plan to the State Refugee Programs Branch (RPB) of the California Department of Social Services (CDSS). At the beginning of November, a revised Annual Performance Plan which included increased goals based upon the additional RESS funds was submitted. In January, PIC President, Steve Arcelona, met with representatives of the State DSS and the San Francisco Department of Human Services to discuss the plan, and he is confident that after clarifying information is submitted, the plan will be approved.

Recommendations

Table 2 represents the Refugee Committee recommendations for the carry forward and additional funds. They are:

- Increasing funds for the Central Intake Point for intake and assessment services for the additional refugees to be served. The revised CIP funding level represents 10.2% of the services' funds; initially it was 12.1%.
- Adding funding for more VT slots. We are recommending full funding of all VT programs originally recommended for partial funding.
- Establishing a pool of funds to be made available to all RESS & TA formula funded employment services programs for Individual Referral (IR) of refugees into programs not currently funded with refugee funds. These funds could also be used for additional funding for VT programs that have reached their enrollment goal, but find that there are more refugees who want to enroll, or to fund classes during non-traditional hours if there is an expressed need. Department of Human Services (DHS) staff have said that their refugee clients want and need more vocational training program options in the refugee funded programs. We are also concerned that there may be client special needs that surface which would require a special project or a supplemental Request For Qualifications (RFQ).
- Setting aside a pool of funds primarily for ES programs to be used if there is an increased demand and enrollment in ES. Since in FFY '97, only 57% of the ES slots were filled, we are not recommending funding more ES. Only 272 ES slots were filled in FFY '97, and for FFY '98, 295 ES slots are already funded. However, if this trend changes, these funds could be used to fund additional ES slots, based on subcontractor performance at the time. If an agency's ES slots are filled, and there are additional refugees who want to enroll in that program, the agency could access this pool. In addition, if the IR pool of funds gets depleted, agencies could then tap into this pool for IRs also. Funds that are not used would be carried into the next program year.
- Adding funds to the Acculturation/Social Adjustment Services (A/SAS) programs to bring their funding up to initial FFY '97 funding levels.

The service levels for those proponents recommended for additional funding have been adjusted based on the dollar amount being recommended.

Attachments

cc: Refugee Proponents
Refugee Committee
Roger Caron, CDSS
DHS Staff
PIC Staff

TABLE 1
REFUGEE PERFORMANCE DATA FOR FFY 1997

EMPLOYMENT SERVICE/ENGLISH LANGUAGE TRAINING (ES/ELT)

Subcontractor	Enrollments		Employment Entries		Employment Entry Rate*				
	Actual	Plan %	Actual	Plan %	EE	Enroll %			
Community Educational Services (CES)	10	40	25%	6	27	22%	6	10	60%
Jewish Vocational Service (JVS)	131	200	66%	72	130	55%	72	131	55%
Career Resources Dev. Ctr. (CRDC)	21	56	38%	9	36	25%	9	21	43%
TBC-African Immig. & Ref. Res. Ctr. (TBC/AIRRC)	17	17	100%	8	14	57%	8	17	47%
Catholic Charities/REAP (CC/REAP)	93	165	56%	59	107	55%	59	93	63%
Refugee Transitions (RT)	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTALS	272	478	57%	154	314	49%	154	272	57%

VOCATIONAL TRAINING/VOCATIONAL ENGLISH-AS-A-SECOND-LANGUAGE (VT/VESL)

Subcontractor	Enrollments		Employment Entries		Employment Entry Rate*				
	Actual	Plan	Actual	Plan	EE	Enroll			
		%		%		%			
Career Resources Dev. Ctr. (CRDC)	27	26	104%	17	21	81%	17	27	63%
Catholic Charities/REAP (CC/REAP)	3	5	60%	1	5	20%	1	3	33%
Jewish Vocational Service (JVS)	31	31	100%	15	25	60%	15	31	48%
TOTALS	61	62	98%	33	51	65%	33	61	54%

ACCULTURATION/SOCIAL ADJUSTMENT SERVICES (A/SAS)

Subcontractor	Enrollments		Employment Entries		Employment Entry Rate*			
	Actual	Plan %	Actual	Plan %	EE	Term %		
International Institute of S.F. (IISF)	243	300	81%	NA	NA	NA	NA	NA
Refugee Transitions (RT)	95	100	95%	4	0	∞	NA	NA
TOTALS	338	400	85%	NA	NA	NA	NA	NA

These data are for the 12-month period from October 1, 1997 through September 30, 1998.

* Employment Entries (EE)/Total Served

NA - Not Applicable

TABLE 2

REFUGEE COMMITTEE RECOMMENDATIONS FOR CARRY FORWARD AND UNALLOCATED REFUGEE FUNDS

AGENCY/PROGRAM	FFY '97 FINAL FUNDING	FFY '98 PRELIM FUNDING	CURRENT SLOTS	ADDITIONAL FUNDS RECOMMENDED	REVISED FFY '98 FUNDING LEVEL	REVISED SLOTS
IRC-CIP	\$125,592	\$119,886	NA	\$13,626	\$133,512	NA
CC/REAP - ES	\$227,723	\$170,123	122		\$170,123	122
CC/REAP - VT	\$15,000	\$0	0		\$0	0
CC/REAP - IR	\$0	\$22,500	15		\$22,500	15
					\$0	
JVS - ES	\$326,101	\$212,453	106		\$212,453	106
JVS - VT	\$82,316	\$143,175	52	\$29,489	\$172,664	62
					\$0	
CRDC-ES	\$80,256	\$0	0		\$0	0
CRDC-VT	\$57,200	\$85,800	39	\$28,600	\$114,400	52
RT-ES	\$0	\$37,910	31		\$37,910	31
TBC/AIRRC - ES	\$36,346	\$32,711	15		\$32,711	15
					\$0	
CES - ES	\$40,228	\$24,439	21		\$24,439	21
TRANSP/CHILDCARE	\$90,325	\$30,000			\$30,000	
IR SET ASIDE - REAP	\$0	\$52,500			\$52,500	
IR SET ASIDE - ALL	\$0	\$0		\$175,000	\$175,000	53
SET ASIDE FOR ES/IR	\$0	\$0		\$57,649	\$57,649	38
TOTAL ES/VT/IR SLOTS			401			515
ILSF - ASAS	\$50,047	\$35,583	132	\$3,954	\$39,537	147
RT - ASAS	\$26,347	\$23,712	90	\$2,635	\$26,347	100
TOTAL ASAS SLOTS			222			247
TOTAL FUNDS	\$1,157,481	\$990,792		\$310,953	\$1,301,745	



To hire a youth, call 415/861-JOBS

MEMORANDUM

DATE: February 2, 1999

TO: All Council Members
Mayor Willie L. Brown, Jr.

FROM: Mark Mosher, Chairman-Jobs For Youth Committee

SUBJECT: Jobs For Youth Update

AN INVESTMENT
THAT WORKS

Jobs For Youth

Executive Committee
Mark Mosher
Chair, Jobs For Youth
John Carver
Chair, Fund Development
Paul Cohen
Marquita Mayes
Co-Chairs, Marketing
Sharon Alford
Zetta Ferguson
Co-Chairs, Operations
Tarah Smith
New Ways Workers S.F.
Lucy Scarbrough
Employment Development
Department
Steve Arcelona
Private Industry Council
of San Francisco, Inc.
Liz Jackson-Simpson
Director, Jobs For Youth

Sponsors
City College
of San Francisco
Office of the Mayor
Private Industry Council
of San Francisco
San Francisco Chamber
of Commerce
San Francisco Unified
School District
San Francisco Youth
Employment Coalition
California Employment
Development Department
Small Business Network
CitySearch7
KPFX Television
KPFX Radio

Committee on JOBS
AirTouch Communications
AT & T
Bank of America
Bechtel
Blue Shield of California
California Healthcare
System
Chevron Corporation
Citibank
Edgar, Dunn & Co.
The Gap, Inc.
McKesson Corp.
Montgomery Securities
Pacific Gas & Electric Co.
Pacific Telesis Group
Pillsbury Madison & Sutro
RCM Capital Management
Charles Schwab & Co.
The Shorenstein Company
Transamerica Corp.
Wells Fargo Bank
Williams-Sonoma

Operations: Virtual Network Development

Due to major changes in policy and a shrinking budget, the Employment Development Department (EDD) has had to fit itself into the state's plans for an integrated workforce development system better known as CalJobs. CalJobs is an internet-based system that emphasizes unsuppressed jobs listings which in turn eliminates the need for traditional job screening and referral functions.

From our inception, EDD has served as the primary placement arm for Jobs For Youth. In July of this year, the EDD rolled out CalJobs in San Francisco for all but our youth clients. At the urgency of Jobs For Youth (JFY), EDD's Youth Services office continued to use Job Match and conducted the screening and referral functions as expected by JFY employers. No longer is EDD able to run both systems and therefore has closed out Job Match.

The Jobs Match system provided certain reports critical to the Jobs For Youth system: number of job orders, placements, openings and characteristics of registered youth. Through the new system, we were afraid that we would not be able to capture the data needed to chart Jobs For Youth activities. In turn, it is important that we fulfill our commitment and quality assurances to the employer community of only referring pre-screened, qualified candidates.

With many calls to EDD technicians in Sacramento, participation in classes on the CalJobs System, and many brainstorming sessions with EDD staff and JFY committee members, we have finally come to some initial resolutions.

Jobs For Youth will continue to utilize its highly publicized and marketed hotline number: 861-JOBS. The job orders will continue to

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

WEBSITE: <http://www.citysearch.com/sfo/jobsforyouth> EMAIL: jfy@pacbell.net

go to EDD's Order Taking Unit where the jobs will be suppressed and entered into the CalJobs system. The placement support functions will be expanded to encompass key stakeholders who have demonstrated the staff and technological capacity as well as commitment to Jobs For Youth. As a result of a survey conducted to all of its clearinghouse partner agencies to determine their interest and technological capacity, JFY Access Point Ambassadors are: the One-Stop Centers, EDD, SFUSD's ROP/STCP, CCSF and four Community Based partners. Expanding the placement and referral arms of the Jobs For Youth system will allow greater access for both service providers and youth as well as disseminates the labor among our partners. A rough estimate of the number of placements Jobs For Youth was able to secure was during the calendar year of 1998 was 1,169.

Fund Development

Over the past four months, JFY has been involved in some very intense, strategic fund development activities. Proposals have been submitted to the following organizations:

- California Wellness Foundation** - \$50,000 General Support of JFY
- Providian Financial Corporation** - \$25,000 General Support of Access Point and Universal Job Readiness Standard Development
- SF Chamber of Commerce** - \$50,000 Jobs For Youth's efforts toward the Connect SF Project with the James Irvine Foundation
- Combined Charities Campaign** - City and County employees pledge to support youth in the workplace

As a result, JFY was awarded \$15,000 from Providian Financial Corporation, \$27,500 from the SF Chamber of Commerce under Connect SF, but JFY was turned down by the California Wellness Foundation. Total number of pledges from Combined Charities has not been determined.

Currently fund development efforts are underway to the Miranda Lux Foundation, JP Morgan Corporation, US Department of Commerce and the Piper Jaffrey Foundation.

Marketing

The JFY committee has launched an art contest in an effort to generate this year print media campaign materials. Contestants are being recruited from all the community based organizations, schools and school to career programs, as well as the local colleges. The winners will be placed in internships within arts agencies. Professionals from the graphic communication industry will assist the interns move their concepts to full production. The deadline for submissions is February 16, 1999.

The JFY Annual Breakfast is schedule for the last week in April and will kickoff this year's summer campaign. The Committee on Jobs is currently selecting this year's co-chairs and developing funding strategies to support the Jobs For Youth program.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: MEMBERS, PRIVATE INDUSTRY COUNCIL
MAYOR WILLIE L. BROWN, JR.

DATE: FEBRUARY 2, 1999

FROM: STEVE ARCELONA

SUBJECT: PRESIDENT'S REPORT FOR FEBRUARY 9 COUNCIL MEETING

USDOL Welfare-to-Work Round Two Competitive Grant

The U.S. Department of Labor announced in late November the successful applicants for the second round of Welfare-to-Work Competitive Grants. There were 75 projects funded in 44 states, eight of them in California, one of which was in the Bay Area. The PIC of San Francisco was asked to sign off on ten proposals for this round, none of which were selected. In addition, PIC was involved in the submission of an eleventh proposal, the San Francisco Regional Airport Training and Employment System (RATES), which also was not funded. This project was a joint effort of Manpower, Inc. and the San Francisco International Airport in cooperation with the Glide Foundation, United Airlines, the Opportunities Industrialization Center West, and the San Francisco and San Mateo Private Industry Councils.

Two-Year extension for Homeless Employment Collaborative

On December 28, 1998 the U.S. Department of Housing and Urban Development notified the PIC that its application for a two-year renewal of the Homeless Employment Collaborative (HEC) had been selected for funding in the amount of \$2,059,999. Currently, we are implementing the third year of the original three-year grant which ends September 30, 1999. The renewal is effective from October 1, 1999 to September 30, 2001. The PIC's application was one of twelve that was selected for funding from the City and County of San Francisco's 1998 application for the McKinney Supportive Housing Program Funds. The total award to the City was \$12.9 million.

Two Council members appointed to serve on the Workforce Development Advisory Committee of the First Source Hiring Administration

Two Council members — Vanessa Johnson and Brian Murphy — have been appointed by the Mayor to serve on the Workforce Development Advisory Committee of the First Source Hiring Administration. The Advisory Committee will advise the First Source Hiring Administration on workforce development employment needs, program policy, design, implementation, oversight and monitoring. Members of the Committee are appointed by the Mayor, with representatives from community based organizations, labor, business, the community, and City departments. The first meeting of the Committee is on February 25.

The First Source Hiring Administration links qualified economically disadvantaged individuals to jobs created through economic development activities such as Mission Bay, Bloomingdales, and other construction projects, city service contracts in excess of \$200,000, construction and property contracts above \$350,000, and building permits for commercial activity for buildings of 50,000 square feet and larger. Employers are required to offer the City the first opportunity to refer qualified job applicants and make a good faith effort to consider these individuals for hiring.

Return of \$60,000 to State of PIC's PY'98 JTPA Title IIIA (40%-Rapid Response) funds

Early last month, a representative of the State's Employment Development Department asked if the PIC were planning to use all \$395,000 contained in its PY'98 JTPA Title IIIA (40%-Rapid Response) Subgrant Account before the end of this program year. After a cursory analysis of its obligations and expenditures during the first six months of PY'98, the response was "yes". The PIC had already accrued approximately \$117,000 of expenditures in that account (just under 30% of all of the funds in it) and it was intending to use all of the remaining funds before the end of PY'98 next June.

The request was based on the fact that, because last month's hard freeze had "dislocated" so many workers in the citrus industry in the San Joaquin Valley, the State and the SDA Administrative Entities in the Valley were scrambling to find enough JTPA Title IIIA (40%-Governor's Discretionary funds) to serve those workers before resorting to a time-consuming application for some of the Secretary's Discretionary JTPA Title IIIB funds.

Based on that additional information, the EDD was authorized to reduce the amount obligated in the PIC's PY'98 JTPA Title IIIA Subgrant by \$60,000 and to transfer that amount immediately to one or more of the SDA's in the Valley that needed it. The funds that were released had been budgeted for additional rapid response and one stop support services, should they be needed for any mass layoffs that might occur in San Francisco between now and the end of PY'98, and for the purchase of additional equipment for San Francisco's rapid response and one stop systems.

Should the need arise before the end of PY'98, we asked that consideration be given to replenishing those funds, in whole or part. We are asking for the Council's and the Mayor's ratifications of this action.

PIC receives JTPA Incentive Award

At the end of November 1998, the PIC was notified by the State Employment Development Department that because the PIC had exceeded five of the six JTPA performance standards for PY'97, it would receive \$94,713 of Incentive Funds. The six standards include:

- For Title IIA, Adult Follow-up Employment Rate, Adult Welfare Follow-up Employment Rate, Adult Follow-up Weekly Earnings, and the Adult Welfare Follow-up Weekly Earnings.
- For Title IIC, the Youth Entered Employment Rate and the Youth Employability Enhancement Rate (the standard not met by the PIC).

The aggregate performance of all Title IIA, IIC and IIIA subcontractors determines whether or not the PIC receives the Incentive Funds. Congratulations to all.

State begins planning on Workforce Investment Act

A Joint Task Force of the State Legislature has been formed to conduct hearings on the implementation of the Workforce Investment Act in California, which replaces the Job Training Partnership Act. The latest list of members include: Senators Dede Alpert, Martha Escutia, Patrick Johnston, Hilda Solis, and John Vasconcellos, and Assemblypersons Dion Aroner, Denise Ducheny, Darrell Steinberg, and Roderick Wright. In addition, five bills have been introduced to begin the process (summaries attached).

attachment

cc: PIC Subcontractors
PIC Staff

2

**LIST OF PROPOSED 1999 CALIFORNIA STATE LEGISLATION
RELATED TO THE WORKFORCE INVESTMENT ACT
(SUMMARIES ATTACHED)**

BILL NUMBER

- | | |
|----------------------|---|
| SB43 Johnston | California Economic Security Act.
To transform the current job training, job placement and vocational educational programs into an integrated, accessible and accountable workforce development system. |
| SB88 Escutia | California Workforce Investment Act of 1999.
For State compliance with the federal WIA. |
| SB150 Solis | Labor Agency.
To create a new state agency consisting of the Department of Industrial Relations, the Department of Fair Employment and Housing, and the Employment Development Department, among others. |
| SB146 Solis | State Job Training Coordinating Council.
Specifies member qualifications. |
| SB178 Polanco | California Workforce Investment Act of 1999.
To consolidate, coordinate and improve employment training, literacy and vocational rehabilitation programs and to coordinate with those programs required by the federal WIA. |

SB 43 Employment: education and investment.

BILL NUMBER: SB 43

BILL TEXT

INTRODUCED BY Senator Johnston

DECEMBER 7, 1998

An act to add Part 6.5 (commencing with Section 9000) to Title 1 of the Education Code, to repeal Section 15363.10 of the Government Code, and to repeal Division 2 (commencing with Section 5000) of, Chapter 3.5 commencing with Section 10200) of Part 1 of Division 3 of, Division 4 (commencing with Section 12000) of, and Division 8 (commencing with Section 15000) of, the Unemployment Insurance Code, relating to employment.

LEGISLATIVE COUNSEL'S DIGEST

SB 43, as introduced, Johnston. Employment: education and investment. Existing law contains various programs or job training and employment investment. Among other things, existing law establishes an economic strategy panel and provides for work incentive programs, employment training, career opportunities, welfare-to-work programs, and family economic security. The employment training program contains provisions establishing employment training panels, and providing for local employment services. This bill would repeal those provisions. It would enact new provisions as the California Economic Security Act. The bill would establish the California Workforce Investment Board to advise the Governor with respect to various matters, including the implementation of the federal Workforce Investment Act of 1998. The bill would require the development of a state workforce development plan. The board would be composed of various ex officio members and various appointed members. The bill would provide for the establishment of local workforce investment boards, which would implement various local workforce development programs. By imposing duties on local government with respect to the implementation of these local programs, The bill would impose a state-mandated local program. The bill would provide for the creation of an economic strategy panel. The bill would provide for the implementation of employment training programs by the Trade and Commerce Agency, to be administered by an executive director. The bill would provide for the establishment of job training in supplementation of welfare-to-work programs. The bill would make related changes. The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates that do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000. This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

Vote: majority. Appropriation: no. Fiscal committee:

yes. State-mandated local program: yes.

SECTION 1. Part 6.5 (commencing with Section 9000) is added to Title 1 of the Education Code, to read:

PART 6.5. CALIFORNIA ECONOMIC SECURITY ACT

CHAPTER 1. GENERAL PROVISIONS

9000. The Legislature finds and declares that for California to remain prosperous and globally competitive it needs to have a highly skilled workforce. To accomplish this California must transform its current job training, job placement, and vocational education programs into an integrated, accessible, and accountable workforce development system that can effectively serve job seekers, students, and employers. California's workforce development system must create a system of lifelong learning for all Californians that promotes self-sufficiency, links education and training to economic development, and prepares California to successfully compete in the global economy. The Legislature recognizes that these programs must be accessible to all Californians, including persons with economic, physical, and other barriers to employment.



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SB 88 Workforce Investment Act of 1998.

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BILL NUMBER: SB 88 INTRODUCED 12/07/98

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INTRODUCED BY Senator Escutia

[Constitution](#)

DECEMBER 7, 1998

An act to repeal and add Division 2 (commencing with Section 5000) of the Unemployment Insurance Code, relating to employment, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 88, as introduced, Escutia. Workforce Investment Act of 1998.

(1) Existing law contains various programs for job training and employment investment, including the obsolete work incentive programs for individuals receiving aid to families with dependent children (WIN).

This bill would repeal the WIN provisions.

(2) Existing federal law, the Workforce Investment Act of 1998, integrates various federal employment programs into a one-stop service delivery system to provide workers with the information, advice, job search assistance, and training they need to get and keep good jobs. The act requires states to implement the act's provisions by July 1, 2000.

This bill would enact the California Workforce Investment Act of 1999. The bill would establish the California Workforce Investment Board to advise the Governor in developing a single state plan that outlines a 5-year strategy for a statewide workforce investment system. The bill would require the Governor to submit the plan to the federal Secretary of Labor on or after July 1, 1999, and before January 1, 2000. The bill would require the Governor to designate local workforce investment areas in accordance with the Workforce Investment Act of 1998.

This bill would declare that it is to take effect immediately as an urgency statute.

SB 150 Labor Agency.
BILL NUMBER: SB 150
INTRODUCED BY Senator Solis
JANUARY 6, 1999

An act to amend Sections 101 and 7005.5 of the Business and Professions Code, to amend Sections 3541, 11550, 12800, 12803, 12804, 12901, and 12903 of, to add Section 12813 to, and to add Part 8.5 (commencing with Section 15550) to Division 3 of Title 2 of, the Government Code, to amend Sections 50 and 1141 of, and to add Sections 18.5 and 19.5 to, the Labor Code, and to amend Section 301 of the Unemployment Insurance Code, relating to governmental reorganization.

LEGISLATIVE COUNSEL'S DIGEST

SB 150, as introduced, Solis. Labor Agency. Existing law does not provide for the establishment of a Labor Agency in state government. This bill would create a Labor Agency in state government consisting of the Department of Industrial Relations, the Department of Fair Employment and Housing, the Employment Development Department, the Contractors' State License Board, the Agricultural Labor Relations Board, the Public Employment Relations Board, and the Fair Employment and Housing Commission. The agency would be under the supervision of the Secretary of the Labor Agency who would be appointed by the Governor, subject to confirmation by the Senate. The bill would make conforming changes and other related changes in governmental reorganization of state agencies.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

SECTION 1. The Legislature finds and declares all of the following:

- (a) California is the only major industrialized state without a cabinet level labor agency modeled after the federal scheme. Coordination of gubernatorial programs and policies are important, especially in the area of labor standards, training, and job forecasting. In general, other state agencies that share joint disciplines are organized under an agency structure.
- (b) There is currently no coordination of labor and employment related agencies in state government. While the Director of Industrial Relations is designated as a cabinet member there is no policy coordination that benefits the Governor, the business community, organized labor, or community organizations.
- (c) There is a need to avoid financial expenditure duplication of state and federal funds. SEC. 2. It is the intent of the Legislature in enacting this act that:
 - Funding for the new agency is to be achieved from reallocation of existing resources currently allocated to the various entities that would form the agency.
 - No new expenditure of General Fund moneys would be provided under this act.

SB 146 State Job Training Coordinating Council: qualific
BILL NUMBER: SB 146
INTRODUCED BY Senator Solis
JANUARY 6, 1999

An act to amend Section 15036 of the Unemployment Insurance Code, relating to job training.

LEGISLATIVE COUNSEL'S DIGEST

SB 146, as introduced, Solis. State Job Training Coordinating Council: qualifications. Existing law prescribes the composition of the State Job Training Coordinating Council which is appointed by the Governor and established to promote integration of work force preparation programs at the state level, to further cooperation between government and the private sector, to provide oversight of certain programs operated by the Employment Development Department, and to meet certain requirements of a specified federal statute. This bill would require, for appointments made on or after the effective date of this measure, that certain members of the council have at least 3 years of experience in job training issues at the time of appointment.

Vote: majority. Appropriation: no. Fiscal committee: no.
State-mandated local program: no.



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SB 178 Workforce investment.

BILL NUMBER: SB 178 INTRODUCED 01/12/99

INTRODUCED BY Senator Polanco

JANUARY 12, 1999

An act relating to workforce investment, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 178, as introduced, Polanco. Workforce investment.

Existing law contains various provisions for job training and placement. The federal Workforce Investment Act of 1998 provides for workforce investment activities, including activities in which states may participate.

This bill would express intent to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs, and to coordinate these programs with programs required by the federal Workforce Investment Act of 1998.

The bill would declare that it is to take effect immediately as an urgency statute.

Vote: 2/3. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

SECTION 1. (a) This act shall be known and may be cited as the California Workforce Investment Act of 1999.

(b) (1) The federal Workforce Investment Act of 1998 provides for workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. That act requires the participation of the state in these programs and the coordination of federal and state workforce investment activities.

(2) The federal Workforce Investment Act of 1998 represents the first major reform of the nation's job training system in over 15 years. The act is the culmination of a four-year bipartisan effort on the part of the administration and Congress of the United States to design, with states and local communities, a revitalized system that provides workers with the information, advice, job search assistance, and training they need to get and keep good jobs, and provides employers with skilled workers.

(c) Existing state law contains various programs in the following areas, that need to be modified to coordinate with, and build upon, the federal Workforce Investment Act of 1998.

- (1) Workforce investment systems.
- (2) Adult dislocated worker and youth activities.
- (3) Adult education.
- (4) Postsecondary vocational education.
- (5) Workforce investment-related activities.
- (6) Welfare-to-work programs.
- (7) Vocational rehabilitation.
- (8) Older Americans programs.
- (9) Trade adjustment assistance.
- (10) NAFTA assistance.
- (11) Veterans employment and training programs.
- (12) Community services block grants.
- (13) Unemployment assistance.

(d) It is the intent of the Legislature in enacting this act to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs, and to coordinate these programs with programs required by the federal Workforce Investment Act of 1998.

SEC. 2. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to implement the federal Workforce Investment Act of 1998 in a timely manner, it is necessary for this act to take effect immediately.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT of MINUTES

for a meeting
of the Private Industry Council of San Francisco
February 9, 1999

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Members present: Chairman Craig K. Martin, Mr. John Cammidge, Dr. Brenda Cochran, Ms. Linda Davis, Ms. Mary Edington, Mr. Gary Fitschen, Mr. Jack Fitzpatrick, Ms. Vanessa Johnson, Mr. Will Lightbourne, Mrs. Leslie Luttgens, Mr. Maurice Miller, Mr. Eric Mitchell, Mr. Brian Murphy, Ms. Carol Piasente, Mr. Fairfax Randolph, Mr. Victor Revenko, Mr. Tom Ryan, Ms. Lucy Scarbrough and Mrs. Barbara Thompson

Staff present: President Steve Arcelona, Ms. Brenda Brown, Mr. Wes Dixon, Mr. Alfredo Fajardo, Ms. Karen Hart, Mr. Ray Holland, Ms. Daphne Kay, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sululagi Palega, Mr. Mike Peters, Mr. Adrian Trujillo, Ms. Clara Wong and Mr. Da'Mon Vann

Public present: Mr. Ricardo Alva, Mr. Steve Bingham, Ms. Amanda Feinstein, Ms. Vhaneen Johnson-Evans, Ms. Phyllis McGuire, Rev. Ashir Rayikanti and Ms. Zelda Saeli

The meeting began with a quorum at 3:15 p.m.

Public testimony on agenda items

There was no public testimony on agenda items.

Adoption of the agenda

A motion to adopt the agenda as submitted was made, seconded, and approved by the Council.

Approval of minutes from the Council's January 8 meeting

A motion to approve the minutes for the Council's January 10 meeting as submitted was made by Mrs. Thompson, seconded, and unanimously approved by the Council.

Chairman's report

Mr. Martin announced that Mrs. Luttgens was stepping down as Chairwoman of the Evaluation Committee, a position she had held for over ten years, and would be succeeded by Mr. Cammidge.

Committee reports

Evaluation Committee

Referring to her January 26 memorandum, Mrs. Luttgens discussed the Evaluation Committee's recommendations for modification of the program design for San Francisco's Program Year 1998-99 Job Training Plan under the Job Training Partnership Act. A motion to approve the recommendations was made, seconded and unanimously approved by the Council.

Reading from the same memorandum, Mrs. Luttgens presented the Committee's recommendations for initial implementation of the Workforce Investment Act, which replaces JTPA by July 2000. These include asking Mayor Brown to request that the Governor designate the City and County of San Francisco as a Local Workforce Investment Area under WIA and that the PIC be designated as "Alternate Entity" to function as San Francisco's Workforce Investment Board.

Mr. Holland said there is some uncertainty as to what the membership of these Boards in California will be since the State's conflict of interest code could exclude from voting some members required by the federal law. Membership is to include a business majority and many of the other current members of the PIC, plus partners of the One Stop system; this could potentially lead to a Board of over one hundred members, Mr. Holland observed.

A motion to adopt the Evaluation Committee's four recommendations for implementation of WIA was made by Mrs. Luttgens, seconded by Mrs. Thompson, and approved by the Council.

Ms. Amanda Feinstein gave a brief report on the January 28 meeting of a Subcommittee of the Evaluation Committee, attended by herself, Natalie Lopes and Mark Mosher; Leslie Luttgens and Sheila Peters were unable to attend. The Subcommittee recommended:

1. That consideration be given to providing monetary incentives to JTPA subcontractors who meet their contracted goals.
2. That a broader range of occupations be targeted by the PIC's JTPA Title IIA Basic Adult program, specifically those jobs more commonly filled by males. A comparison of Title IIA participant goals with actual populations served shows the involvement of far more women than men. The Subcommittee felt this may be in part due to the fact that the program targets many occupations traditionally dominated by women.
3. San Francisco youth could benefit from better coordination between the Summer Youth Employment and Training Program, which has a surplus of youth applicants, and Jobs For Youth, which has many jobs available.

Planning Committee

Referring to various sections of Mr. Mee's January 20 memorandum, Ms. Johnson reported on the Planning Committee's recommendations.

A motion by Ms. Johnson to ratify the PIC-San Francisco Unified School District JTPA Title IIA-C 8% School-to-Career Project was seconded by Mrs. Thompson, and approved by the Council, with Ms. Davis abstaining.

The Planning Committee recommended approval of the 1999 JTPA Title IIB SYETP plan, including renewing subcontracts with all of the 1998 SYETP's subcontractors except Careers Abound, which no longer exists and whose programs have merged with Career Resources Development Center, and Vietnamese Youth Development Center which has dissolved its relationship with Glide Memorial Foundation. Contracts with those two subcontractors will be considered by the Planning Committee at its next meeting. A motion to adopt the 1999 SYETP Plan and renew contracts with 12 of the 14 1998 subcontractors was made by Ms. Johnson, seconded by Ms. Piasente, and approved by the Council, with Ms. Davis abstaining. Conflict of interest forms were signed by Council members.

A motion to adopt the 1999 SYETP Work Experience Program components as recommended by the Planning Committee was made by Ms. Johnson, seconded by Mrs. Luttgens, and approved by the Council.

A motion concerning Committee recommendations for the Summer Training Education Program/School-to-Career Program was made by Ms. Johnson, seconded, and unanimously approved by the Council.

The Committee also reported on PIC's three Welfare-to-Work (WtW) programs: CalWORKs,

Competitive and Formula, and the Personal Assisted Employment Services. Mr. Arcelona praised both PIC and S.F. Department of Human Services staffs for their efforts in the difficult job of developing and coordinating systems under Welfare-to-Work.

Refugee Committee

Mr. Fitzpatrick discussed the Refugee Committee's review of subcontractors' Federal Fiscal Year 1997 performance and recommendations for carry forward and additional Refugee Employment Social Services funds, as outlined in his January 5 memorandum. Mr. Fitzpatrick's motion to adopt the recommendations was seconded and approved by the Council, with Mr. Fitzpatrick abstaining. Conflict of interest forms were signed.

Jobs For Youth

Mr. Arcelona delivered the Jobs For Youth report, referring to Mr. Mosher's February 2 memorandum. Following major changes in policy and a shrinking budget at the Employment Development Department, placement activities previously handled by EDD for JFY are being assumed by "deputized" staff working at JFY's community-based organization partners. About \$43,500 has been raised from foundations recently. Marketing efforts this year include an art contest and the Annual Breakfast, to be held in late April.

President's report

Mr. Arcelona discussed items from his February 2 memorandum. He also announced that PIC was running a workshop on local, state and federal payroll and hiring tax credits for San Francisco businesses, to be held February 23 and the Public Library.

Public testimony on non-agenda items

Mr. Steve Bingham of the San Francisco Neighborhood Legal Assistance Foundation expressed concern for individuals who will soon reach the end of their two-year term for receiving public assistance, and asked that PIC and other organizations in California seek from the State Legislature a one-year extension in benefits. Mr. Martin asked Mr. Bingham to submit a written request to the Council. Mr. Lightbourne observed that local WtW programs paid for from the City's general fund are not subject to the same time limits. Ms. Feinstein noted that approximately 4,000 individuals are enrolled in PIC's WtW program, and that half of these are either working or receiving training toward jobs. The next challenge, she said, is setting up more training at times when working participants can attend: evenings and weekends.

Mr. Martin announced that Council minutes would no longer record when members arrive at a meeting late.

The meeting was adjourned at 4:30 p.m.

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**NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL**

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, March 5

DATE:	Tuesday, March 9, 1999
TIME:	3:00 – 4:30 P.M.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

Revised March 1, 1999



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Agenda

PRIVATE INDUSTRY COUNCIL

Meeting of March 9, 1999

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes

From the Council's February 9 meeting (material enclosed) * *See: Minutes*

4. Chairman's report

Mayor Brown's responses to the Council's requests that he ask the Governor to:

- a. designate San Francisco to be a local Workforce Investment Area
- b. certify the Council as an Alternate Local Workforce Investment Board

5. Forum

San Francisco's First Source Hiring program — Gary Robinson, First Source Hiring Administration,
Mayor's Office Economic Development

6. Committee reports

- a. Planning Committee -- Initial Recommendations for the PY'99 Modification of San Francisco's PY'98-'99 Job Training Plan and for the 1999 JTPA Title IIB (Summer Youth Employment and Training Program) Subpart of it (material enclosed) — Michael Mee *
- b. Jobs For Youth Committee (to be mailed) — Mark Mosher

7. Staff reports

8. President's report (to be mailed)

- a. Welfare-to-Work Conference
- b. Tax Credits 101 workshop
- c. One Stop San Francisco Web site
- d. Update on the Federal Workforce Investment Act (WIA)
- e. Update on the State's implementing legislation for the WIA

9. Public testimony on non-agenda items * *

* *May require action by the Council*

** *Up to 15 minutes are scheduled for public testimony. The Chairman may set in advance a time limit for the testimony of individuals or organizations.*



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: MEMBERS OF THE COUNCIL
MAYOR WILLIE L. BROWN, JR.

DATE: MARCH 1, 1999

FROM: MICHAEL MEE, CHAIRMAN

SUBJECT: INITIAL PLANNING COMMITTEE RECOMMENDATIONS FOR THE PY'99 MODIFICATION
TO SAN FRANCISCO'S PY'98-'99 JOB TRAINING PLAN AND FOR THE 1999 JTPA
TITLE IIB-SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM SUBPART OF IT

Waivers of Certain Provisions of the Act and its Regulations and a Recommendation:

In April and October of 1996, Congress authorized the Secretary of Labor to waive certain provisions of the *Job Training Partnership Act* provided they were formally requested by the governor of each state. Authority for the Secretary to waive provisions of the JTPA regulations had previously been authorized in December of 1992 under similar conditions.

In May of 1997, the Governor of California asked the Secretary of Labor to waive twelve specified provisions of the Act and its regulations.

In May of 1998, the Secretary granted ten of those twelve requested waivers with a condition that the State would adopt and impose specified improvements in program performance that were independent of the "performance standards".

In August of that year, the State specified the improvements in program performance that would be conditions for adopting and implementing any of those ten approved waivers in local Service Delivery Areas and, in September, the Private Industry Council and the Mayor adopted all ten waivers and specified performance improvement goals for implementation in the San Francisco SDA during the remaining months of PY'98 provided that adequate financing for implementing some of them could be identified and committed for that purpose.

Subsequently, \$200,000 of unexpended funds from the 1998 JTPA Title IIB (Summer Youth Employment and Training Program) Subpart were identified and transferred to the PY'98 JTPA Title IIC (82%-Basic Year Round Youth Training) Program Subpart to finance implementation of "On the Job Training" (OJT) programs in the latter subpart without any specified minimum subsidized wage as authorized in one of the approved waivers.

In November, an authorized representative of the State informed that PIC that:

- all waivers approved for PY'98 had been automatically extended through PY'99 but that the Labor Department had still not issued any implementing guidelines; and
- the State had already asked the Secretary to extend a waiver of a JTPA regulation that had been initially granted for four years in PY'95 through all of PY'99.

If the conditions for improvements in program performance in PY'99 are the same or similar as those that were imposed for PY'98, the Planning Committee recommends that the adoptions of all eleven waivers for San Francisco also be extended through PY'99 and, to the extent that adequate financing is identified, that they all be implemented during PY'99.

Allotments of PY'99 JTPA Monies to the State and Estimates of San Francisco's PY'99 Allocations:

On February 12th of this year, the Labor Department published the amounts of each state's formula allotments of PY'99 JTPA monies that were appropriated in September of last year. While the amount of each California PY'99 allotment represents an increase over the amount of the corresponding allotment for the current PY'98 (varying from just a fraction of a percent increase for each of the three JTPA Title II allotments to just over ten percent for the JTPA Title III allotment), PIC Staff estimates that, if the "hold harmless" provisions of the Act apply, the amounts of all three basic formula allocations of JTPA Title II monies for San Francisco would decrease from the "formula" amounts that were allocated in PY'98.

Since there are no "hold harmless" provisions for the allotments or allocations of JTPA Title III monies, there is no way of estimating confidently the amounts of those "dislocated workers retraining" monies San Francisco can anticipate receiving in PY'99 until the State computes and publishes the formula allocations.

Staff's estimates of the "hold harmless" amounts of the allocations of PY'99 JTPA monies for San Francisco, compared with the final amounts of prior corresponding allocations, are in Attachment No. 1. Please note that the figures shown for PY'98 do not reflect the transfer of \$200,000 from the JTPA Title IIB (SYETP) Subpart to the JTPA Title IIC (82%-Basic Year Round Youth Training) Program Subpart.

Recommendations for the PY'99 JTPA Title IIC (82%-Basic Year Round Youth Training) Program and the 1999 JTPA Title IIB (SYETP) Subparts.

Attachment No. 2 contains a revised budget plan for the 1999 JTPA Title IIB (SYETP) Subpart based on the "hold harmless" allocation figure contained in Attachment No. 1. While it is possible that the final "formula" allocation for this subpart could be larger than the "hold harmless" allocation shown, it is unlikely. Therefore, unless informed differently, this should be considered to be the "final allocation amount" and the "final budget plan" for the 1999 JTPA Title IIB (SYETP) Subpart.

Because the waiver permitting OJT programs to be implemented in the PY'98 JTPA Title IIC (82%-Basic Year Round Youth Training) Program Subpart without any specified minimum subsidized wage has (as explained previously) already been extended through PY'99 and because it is likely there will be some OJT subcontracts in this subpart program that will have been executed in PY'98 but will carry over into PY'99, it will be necessary to identify adequate financing for those possible OJT subcontracts for PY'99.

Because PIC Staff feels confident that adequate funds to finance the completion of any PY'98 OJT subcontracts that extend into PY'99 will eventually be identified (i.e., from unexpended PY'98 funds) and that additional funds may even be identified subsequently from those same and other sources (e.g., the 1999 SYETP, etc.) to finance new OJT subcontracts in PY'99, the Planning Committee does not recommend that any funds from the 1999 JTPA Title IIB (SYETP) Subpart be transferred to the PY'99 JTPA Title IIC (82%-Basic Year Round Youth Training) Subpart Program at this time.

Recommended Subcontractors for the Two Remaining Components of the 1999 JTPA Title IIB (SYETP) Subpart:

At its meeting last month, the Council provided early approval of a preliminary plan for the 1999 JTPA Title IIB (SYETP) Subpart so that subcontracts under it could take effect by the first of next month to begin recruitment, application, eligibility certification, worksite development, and selection efforts. However, because 1998 SYETP Subcontractors for two of the fourteen components were requesting changes for the 1999 SYETP, subcontractors for only twelve of the fourteen components were specified.

Careers Abound (CA), the 1998 SYETP Subcontractor for the severely disabled youth component, was reported to have gone out of business in late-1998 and merged with Career Resources Development Center (CRDC). The governing boards of both organizations had asked that the 1998 SYETP Subcontract with CA for this component program be assigned to CRDC for the 1999 SYETP.

In addition, the governing board of the Glide Foundation (which was the 1998 SYETP Subcontractor for the Central City component) and the governing board of the Vietnamese Youth Development Center (VYDC, which operated that program component under an arrangement with the Foundation) decided to sever their relationship earlier this year and had asked that the 1998 SYETP Subcontract with the Foundation for this program component be transferred to VYDC for the 1999 SYETP.

As a result, the Committee instructed the PIC Staff:

- to verify that the boards of directors of all involved organizations have duly authorized the requests that have been transmitted;
- to verify that the organizations that are being proposed to assume those subcontracts have all of the basic organizational capabilities specified in the PIC's "Initial Determination of Responsibility"; and
- to conduct pre-award surveys of both organizations and programs being proposed to determine that each meets or exceeds the performance and administrative standards specified in both the early-1997 solicitation of those proposed subcontracts and in the predecessor organizations' proposals that were selected for those two program components in the 1998 and 1997 SYETPs.

Last month, representatives of the PIC Staff conducted on-site reviews of the program and fiscal potentials of both CRDC and VYDC for the two program components specified. Staff reviewed and verified all documentation and issues specified in the Committee's instructions and, in particular, reviewed CRDC's program and facilities to determine if they would be accessible to the disabled population.

Representatives of the PIC Staff indicated they are confident that CRDC and VYDC are capable of administering and operating the 1999 SYETP Subcontracts and programs indicated. However, before entering into either subcontract the staff indicated that:

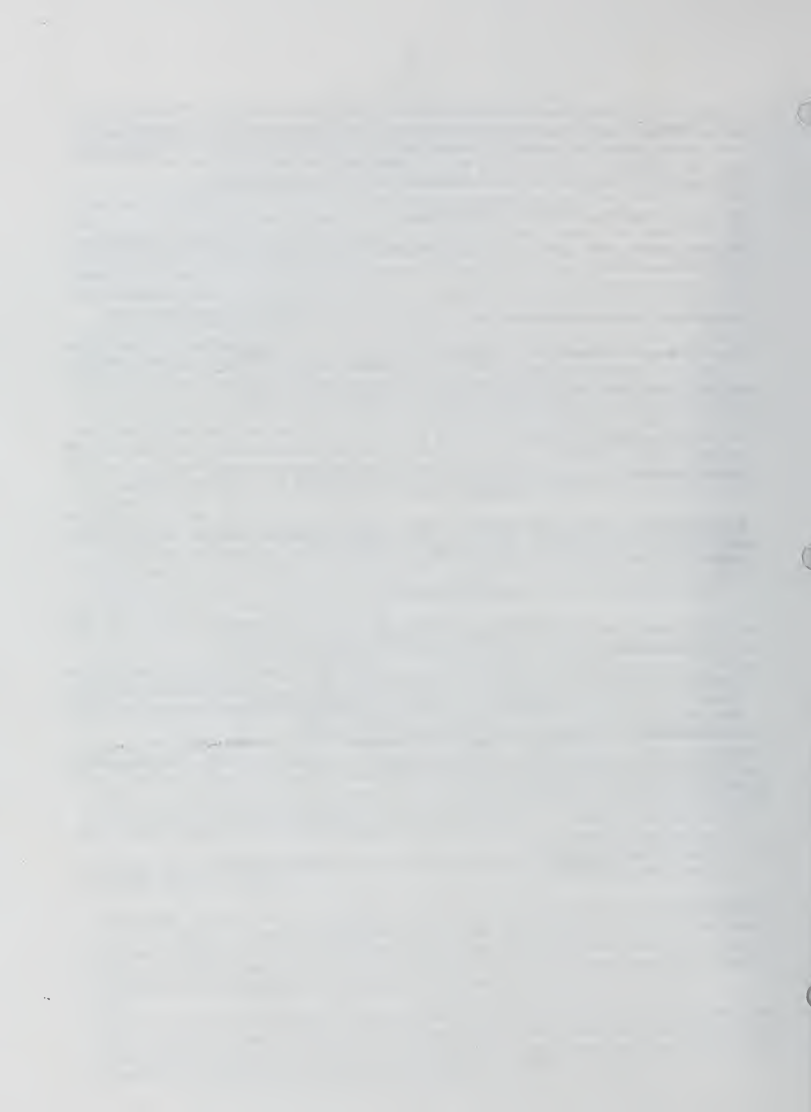
- CRDC must submit a list of its board of directors; and
- VYDC must submit documentation indicating the intent of the governing board of the Glide Foundation to delegate all of its contractual rights and authorities to the VYDC.

Based on the findings of the PIC Staff and after extensive public testimony and discussion about the transfer of one of the two subcontracts, the Planning Committee recommends that the 1999 SYETP Subcontracts for the two components indicated be let to CRDC and VYDC, respectively, subject to the conditions specified in the staff's recommendations to the Committee.

Please let representatives of the PIC Staff know if you have any questions about these recommendations prior to the Council's next meeting on March 9th.

cc: PIC and SFDHS Staffs
 All PIC Subcontractors
 Stephen Bingham, SFNLAF
 Irene Martinez, EDD/JTPD

Attachments



ATTACHMENT 1

BASIC ADULT	Total CA II-A Allotment	CA II-A 77% Allotment to SDAs	SF Hold-Harmless Estimate	SF Actual Allocation	\$ Difference, HH vs Actual
PY'93	131,338,214	101,130,424	1,787,070	1,969,842	182,772
PY'94	151,527,011	116,675,797	2,039,820	2,365,506	325,686
PY'95	176,173,325	135,653,461	2,426,649	2,821,909	395,260
PY'96	149,753,588	115,310,264	2,131,445	2,343,212	211,767
PY'97	153,250,166	118,002,628	2,183,695	2,241,379	57,684
PY'98	151,779,899	116,870,522	2,067,657	2,067,657	0
PY'99	153,202,942	117,966,265	1,947,479	???	???

PY'98 Actual vs
PY'99 Estimated
Hold Harmless =

-120,178

OLDER INDIV.	Total CA II-A Allotment	CA II-A 5% Allotment to SDAs	SF Estimate	SF Actual Allocation	\$ Difference, HH vs Actual
PY'96	(='96 above)	7,487,679	315,681	315,681	0
PY'97	(='97 above)	7,662,508	323,051	323,051	0
PY'98	(='98 above)	7,588,995	319,952	319,952	0
PY'99	(='99 above)	7,660,147	322,952	???	???

PY'98 Actual vs
PY'99 Estimated
Hold Harmless =

3,000

SUMMER YOUTH	Total CA II-B Allotment	CA II-B Allotment to SDAs	SF Hold-Harmless Estimate	SF Actual Allocation	\$ Difference, HH vs Actual
PY'93	108,023,881	108,023,881	2,807,543	2,807,543	0
PY'94	135,817,042	135,817,042	3,316,894	3,316,894	0
PY'95	146,653,609	146,653,609	3,326,883	3,326,883	0
PY'96	111,142,107	111,142,107	2,356,013	2,356,011	-2
PY'97	150,622,655	150,622,655	2,974,433	2,974,432	-1
PY'98	140,130,051	140,130,051	2,581,979	2,581,979	0
PY'99	141,437,904	141,437,904	2,429,609	???	???

PY'98 Actual vs
PY'99 Estimated
Hold Harmless =

-152,370

BASIC YOUTH	Total CA II-C Allotment	CA II-C 82% Allotment to SDAs	SF Hold-Harmless Estimate	SF Actual Allocation	\$ Difference, HH vs Actual
PY'93	90,852,851	74,499,337	1,316,473	1,316,474	1
PY'94	104,229,241	85,467,978	1,424,710	1,462,068	37,358
PY'95	68,605,074	56,256,161	880,404	959,133	78,729
PY'96	22,913,475	18,789,049	288,792	309,425	20,633
PY'97	22,286,883	18,275,244	275,645	277,370	1,725
PY'98	21,277,025	17,447,161	248,458	248,458	0
PY'99	21,475,277	17,609,727	233,119	???	???

PY'98 Actual vs
PY'99 Estimated
Hold Harmless =

-15,339

DIS-LOCATED WORKERS	Total CA III-A Allotment	CA III-A FA Allotment to SDAs	SF Hold-Harmless Estimate	SF Actual "50%" Allocation
PY'93	59,364,587	29,682,293	N/A	519,497
PY'94	157,615,820	78,807,910	N/A	1,447,214
PY'95	198,156,160	104,517,678	N/A	1,847,451
PY'96	193,566,412	96,783,206	N/A	1,711,647
PY'97	226,611,355	113,305,678	N/A	1,831,236
PY'98	228,452,063	124,226,032	N/A	1,586,357
PY'99	252,751,353	???	N/A	???

PY'95/98 CA figures are estimates.

ATTACHMENT 2

HOLD HARMLESS ESTIMATES FOR THE 1999 SYETP

Based on 7.8 weeks/@ \$5.75 per hr. * 20 hrs/week

1999 Hold Harmless Allocation Estimate	\$2,429,609
Plus 1998 Carry-in	\$0
Subtotal	\$2,429,609
Less 11.0% PIC Administration	\$267,041
Subtotal	\$2,162,568
Less Cost for CTBS Scores & Work Permits	\$4,566
Less Intake, Certification, Prog.Comp. Spec.	\$209,953
Total Available For Program Activities	\$1,948,049

NON-WORK EXPERIENCE		Total \$	Program \$	Admin. \$	Slot Level
In School Ed. Component	<i>Includes wages</i>	\$144,000	\$136,800	\$7,200	*200
Older Youth Ed. Component	<i>Includes wages</i>	\$52,400	\$49,780	\$2,620	40
STEP	<i>Includes wages</i>	\$184,000	\$174,800	\$9,200	*56
Non-Work Experience Totals		\$380,400	\$361,380	\$19,020	40
Balance Available for Work Experience		\$1,567,649			

WORK EXPERIENCE		Total \$	Program \$	Admin. \$	Slot Level
Severely Disabled	0.03000	\$46,200	\$43,890	\$2,310	24
Citywide-Public Schools	0.33000	\$517,440	\$491,568	\$25,872	352
Citywide-Private Schools	0.04750	\$74,970	\$71,221	\$3,749	51
Bayview/Hunters Point	0.05754	\$89,670	\$85,186	\$4,484	61
Central City	0.05613	\$88,200	\$83,790	\$4,410	60
Chinatown/North Beach	0.04237	\$66,150	\$62,842	\$3,308	45
Mission	0.10301	\$161,700	\$153,615	\$8,085	110
Oceanview/Merced/Ingleside	0.03099	\$48,510	\$46,084	\$2,426	33
Outer Mission	0.04232	\$66,150	\$62,842	\$3,308	45
Potrero Hill	0.02663	\$41,160	\$39,102	\$2,058	28
Richmond/Sunset	0.11594	\$182,280	\$173,166	\$9,114	124
Visitacion Valley	0.03556	\$55,860	\$53,067	\$2,793	38
West.Addition/Haight Ashbury	0.08201	\$129,360	\$122,892	\$6,468	88
Work Experience Totals	1.00000	\$1,567,650	\$1,489,265	\$78,385	1,059

Slot level +5% 1,112

COMPONENT/AREA

In School Education
Older Youth Education
STEP
Severely Disabled
Citywide-Public Schools
Citywide-Private Schools
Bayview/Hunters Point
Central City
Chinatown/North Beach
Mission
Oceanview/Merced/Ingleside
Outer Mission
Potrero Hill
Richmond/Sunset
Visitacion Valley
West.Addition/Haight Ashbury

SUBCONTRACTOR

S.F. Unified School District
S.F. Educational Services
S.F. Unified School District
Career Resources Development Center
S.F. Unified School District
Bernal Heights Neighborhood Center
Young Community Developers, Inc.
Vietnamese Youth Development Center
Community Educational Services
Horizons Unlimited, Inc.
Ingleside Community Center, Inc.
Mission Neighborhood Centeres/Precita
Potrero Hill Neighborhood House
Chinatown Youth Center/Directions
Visitacion Valley Community Center, Inc.
YMCA-Buchanan Branch

1999 footnotes:

Wages at \$5.75 per hr. x 20 hrs. x 7.8 weeks = \$897

The slot level cost is \$1,470, the same as 1998.

For the severely disabled, the slot level cost is \$1,925, the same as 1998.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, March 5

DATE: Tuesday, March 9, 1999
TIME: 3:00 - 4:30 P.M.
LOCATION: PG&E Energy Center
851 Howard Street
(between Fourth & Fifth streets)

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Agenda appears on reverse side

Revised March 3, 1999



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Revised Agenda
PRIVATE INDUSTRY COUNCIL
Meeting of March 9, 1999

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes

From the Council's February 9 meeting (previously mailed) *

4. Chairman's report

Mayor Brown's responses to the Council's requests that he ask the Governor to:

- a. designate San Francisco to be a local Workforce Investment Area
- b. certify the Council as an Alternate Local Workforce Investment Board

5. Forum

San Francisco's First Source Hiring program — Gary Robinson, First Source Hiring Administration,
Mayor's Office for Economic Development

6. Committee report

Planning Committee, initial recommendations for the PY'99 modification of San Francisco's PY'98-
'99 Job Training Plan and for the 1999 JTPA Title IIB Summer Youth Employment and Training
Program subpart of it (previously mailed) — Michael Mee *

7. President's report (enclosed)

- a. Welfare-to-Work Conference
- b. Tax Credits 101 workshop
- c. One Stop San Francisco Web site

8. Public testimony on non-agenda items * *

* *May require action by the Council*

** *Up to 15 minutes are scheduled for public testimony. The Chairman may set in advance a time limit for the testimony of individuals or organizations.*



MAR 08 1999

PRIVATE INDUSTRY COUNCIL
*of San Francisco, Inc.*SAN FRANCISCO
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MEMORANDUM

TO: MEMBERS, PRIVATE INDUSTRY COUNCIL
MAYOR WILLIE L. BROWN, JR.

DATE: MARCH 3, 1999

FROM: STEVE ARCELONA

SUBJECT: PRESIDENT'S REPORT FOR MARCH 9 COUNCIL MEETING (Agenda item 7)

Welfare-to-Work Conference

On March 1, the Welfare-to-Work Partnership Office in Washington, D.C. hosted a one-day Welfare-to-Work Conference in San Francisco focused primarily on issues and incentives for employers. PIC Chairman Craig K. Martin, S.F. Department of Human Services Executive Director Will Lightbourne and I were invited to join with former public assistance recipients, employers and service providers in a town hall meeting with Vice President Al Gore. The conference included various workshops for employers, including tax incentives.

Department Of Labor Welfare-to-Work Competitive Grant, Round #3

On January 26, the U.S. Department of Labor, Employment and Training Administration released a Notice of Availability of Funds, Solicitation for Grant Applications (SGA) for the third round of Welfare-to-Work (WtW) competitive grants. Approximately \$240 million is available in this solicitation. Applications are due in Washington, D.C. on April 30.

In this round DOL is placing a high priority on funding applications targeted to the following populations who face particular challenges in moving from welfare to work:

- noncustodial parents
- individuals with disabilities
- victims of domestic violence
- individuals with limited English proficiency
- individuals requiring substance abuse treatment

As with the last two rounds of DOL-ETA WtW competitive grants, applicants seeking to provide services in San Francisco will be reviewed by a panel of both PIC and DHS staff to determine if they are consistent with local WtW and CalWORKs efforts.

Tax Credits 101 workshops

At the beginning of February, the PIC's Business Hotline, working with the San Francisco Treasurer's and Tax Collector's offices, mailed hiring tax credit information to 7,500 San Francisco business taxpayers. Included in that mailing was an invitation to "Tax Credits 101," a two-hour overview of ways San Francisco businesses can save money on their local, state and federal taxes.

Nearly 100 local business representatives signed up for the class, which was held at Koret Auditorium at the City's main public library and conducted by PIC's Business Services Manager Bonnie Carroll. Representatives from businesses of every size attended, from Wild Brain multimedia and Blowfish Sushi to Chevron Corporation, Bank of America, PG&E and Pacific Telesis. A representative from Achieve Global, who flew in from Utah for the day to attend the class, said the information he received was well worth the cost of the flight.

Besides announcing Tax Credits 101, the mailing promoted the PIC's Business Hotline. The Hotline had a 150% increase in call volume in February and hits on the www.sftaxcredits.com Web site jumped from 4,200 in January to 6,600 in February. San Francisco's payroll tax deadline was on March 1, and the Hotline was able to provide backup to the City's Business Taxes Division, assisting more than 60 taxpayers who wanted to claim the New Jobs Payroll Tax Credit.

San Francisco not selected for Welfare-to-Work Urban Initiative

Last September, U.S. Labor Secretary Alexis Herman invited Mayor Brown to submit an application to take part in a new Welfare-to-Work Urban Technical Resources Initiative. The Department of Labor has funded the Manpower Demonstration Research Corporation and Jobs for the Future to design and implement a two-year technical assistance initiative to "help large communities design and implement effective strategies for welfare recipients to obtain family supporting jobs." The application was submitted on November 5. On January 4, the Mayor received notice that San Francisco was not selected to be part of the initiative.

Ten cities would be selected to help the DOL achieve the following goals:

- develop systems capacity to deliver work-first strategies that promote genuine retention and advancement in the labor market;
- promote effective collaboration and service integration among TANF and workforce agencies; and
- create new and permanent relationships with employers.

San Francisco's "Leadership Team" would have included Will Lightbourne and Amanda Feinstein from the DHS; Pam David, Mayor's Office of Community Development; Julie Brandt, Mayor's Office of Economic Development; and Joyce Crum and Steve Arcelona from the PIC.

One Stop San Francisco Web site

One Stop San Francisco recently demonstrated its preliminary version of the Web site being constructed by 415 Productions. The One Stop San Francisco Web site is designed to serve the needs of three clearly defined audiences: job, education, and training seekers, employers and trade unions, and One-Stop service providers. Employers will be able to access a database of job seekers registered with the One Stop, looking for those with specific skills. Community-based organizations will be able to use the same database when serving clients. Clients working with a variety of CBOs will no longer have to fill out multiple applications, and will be able to access online information about training programs, various types of aptitude and skills tests, job search techniques, and much more. The completed Web site should be running by April.

Year Two Program report for the Homeless Employment Collaborative

The report for the second full year of operations for the Homeless Employment Collaborative (HEC) was mailed this week. Some of the highlights are: over 850 homeless individuals served; of those placed in jobs, the average hourly wage is \$8.53 and 69% are still working after 90 days on the job. Thanks goes to Jim Kennedy, the PIC Coordinator of HEC, for his work in pulling the project together.

cc: PIC Subcontractors
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT of MINUTES

for a meeting
of the Private Industry Council of San Francisco

March 9, 1999

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Members present: Chairman Craig K. Martin, Mr. Brent Andrew, Ms. Julie Brandt, Mr. John Cammidge, Dr. Brenda Cochrane, Ms. Linda Davis, Dr. Philip Day, Mr. Gary Fitschen, Mr. Dan Grossman, Ms. Vanessa Johnson, Mr. Frederick Jordan, Mr. Will Lightbourne, Mrs. Leslie Luttgens, Mr. Michael Mee, Mr. Mark Mosher, Mr. Brian Murphy, Mr. Kes Narbutas, Ms. Sheila Peters, Ms. Carol Piasente, Mr. Fairfax Randolph, Mr. Tom Ryan, Ms. Lucy Scarbrough and Mrs. Barbara Thompson

Staff present: President Steve Arcelona, Ms. Brenda Brown, Ms. Bonnie Carroll, Ms. Joyce Crum, Mr. Wes Dixon, Mr. Alfredo Fajardo, Ms. Roberta Fazande, Ms. Karen Hart, Mr. Ray Holland, Ms. Liz Jackson-Simpson, Ms. Daphne Kay, Mr. Jim Kennedy, Ms. Kimberly Low, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sululagi Palega, Mr. Duran Rutledge, Mr. Adrian Trujillo, Ms. Clara Wong and Mr. Da'Mon Vann

Public present: Ms. Betty Baham, Mr. Stephen Bingham, Ms. Jennifer Carpenter, Ms. Johnicon George, Ms. Louella Lee, Ms. Natalie Lopes, Mr. Tony Lugo, Ms. Linda Masoli, Ms. Kim Mazzuca, Rev. Ashirvadam Rayikanti, Dr. Mojdeh Rezaee, Ms. Zelda Saeli, Mr. Jim Torrens, Ms. Mary Vae and Ms. Kathy Yu

The meeting began with a quorum at 3:10 p.m.

Public testimony on agenda items

There was no public testimony on agenda items.

Adoption of the agenda

A motion to adopt the agenda as submitted was made, seconded, and approved by the Council.

Approval of minutes

A motion to approve the minutes for the Council's February 9 meeting as submitted was made by Mrs. Thompson, seconded, and unanimously approved by the Council.

Chairman's report

Mr. Martin announced that in his March 1 letter Mayor Willie L. Brown, Jr. wrote to Hon. Gray Davis requesting that the Governor designate the City and County of San Francisco a Local Workforce Investment Area and certify the PIC as the Local Workforce Investment Board under the Workforce Investment Act. The PIC had previously requested that the Mayor request these actions in preparation for implementation of WIA, which replaces the Job Training Partnership Act by July 2000.

Forum

Mr. Gary Robinson described San Francisco's First Source Hiring Program. Enacted by the Board of Supervisors in October 1998, the Program links economic development with work opportunities for economically-disadvantaged persons. The law affects all employers doing business with the city under contracts of \$350,000 or more, those entities receiving from the

Mayor's Office of Community Development contracts worth \$200,000 and above, and any construction projects of 50,000 square feet or greater.

Employers must list with the Program all entry-level job openings, and the Program has ten days to refer qualified candidates, with recruitment occurring through a network of service providers. The Program expands the existing Power Line Network, the S.F. Department of Human Services referral system that matches employer job openings with eligible Welfare-to-Work trainees. Hiring is not mandatory, but the law requires employers make a good faith effort to meet hiring goals of 50%, and there are penalties for noncompliance. Employers benefit from tax credits when they hire through the Program.

A 23-person advisory group oversees the Program, including representatives from PIC, City College of S.F. and DHS. Mr. Robinson administers the Program.

Committee reports

Planning Committee

Referring to his March 1 memorandum, Mr. Mee discussed the Planning Committee's recommendations for the Program Year 1999 modification to San Francisco's PY'98-'99 Job Training Plan and for the 1999 JTPA Title IIB Summer Youth Employment and Training Program.

A motion to extend and implement through PY'99 the 11 JTPA waivers previously adopted by the Council, to the extent that adequate financing is identified, including the transfer of \$200,000 in unspent PY'98 Title IIB funds into Title IIC On-the-Job Training program, was made, seconded and unanimously approved by the Council.

A motion to adopt recommendations for PY'99 Title IIC 82% Basic Year Round Youth Training Program and the 1999 Title IIB SYETP subparts was made, seconded and unanimously approved by the Council.

A motion to transfer the SYETP contract for central city youth to Vietnamese Youth Development Center following the end of that organization's relationship with the Glide Foundation was made, seconded and unanimously approved by the Council with Ms. Davis abstaining.

The Council discussed the Planning Committee's recommendation that Career Resources Development Center be allowed to take over the SYETP component serving severely disabled youth. That activity had previously been managed by Careers Abound, but that agency has ceased operations and its former director now runs CRDC.

While saying he was not questioning CRDC's abilities, Mr. Grossman objected to what he said was the suspension of standard PIC process in seeking organizations to manage its programs. Questions remain, he noted and other Council members noted, as to whether CA merged with CRDC or whether CRDC simply picked up some of CA's assets. With these doubts, some Council members said PIC should reissue a Request for Proposals for this SYETP component. Time is short and issuing a new RFP could cause some difficulties, but Mr. Arcelona noted it could be done.

Mr. Arcelona said that PIC staff reviewed CRDC's accessibility to the disabled and its fiscal capability, which were deemed adequate. Mrs. Thompson said she hadn't heard whether any of CA's experienced staff, other than Executive Director Mojdeh Rezaee, transferred to CRDC.

A motion directing PIC staff to issue a new RFP for SYETP's severely disabled youth component was made by Mr. Fitschen, seconded by Mr. Randolph, and approved by the Council, with Dr. Day, Mr. Lightbourne and Mr. Murphy opposed, and Ms. Davis abstaining.

Council members completed conflict of interest forms for the Title IIB SYETP portions of the vote.

President's report

Mr. Arcelona referred members to his written March 3 report.

Regarding his previously announced resignation as PIC's President on April 2 to become Director of the new Treasure Island Job Corps Center, Mr. Arcelona noted he was happy at PIC and wasn't looking for another job when this opportunity was presented. In his more than 25 years of work in the employment training community, he said that his most satisfying job was as director of a youth services organization; this new position allows him to return to that line of work, but on a much larger scale.

The Job Corps Center, Mr. Arcelona said, is of critical importance to San Francisco and the Bay Area, serving some 850 at-risk youth. There are 115 Centers across the country. San Francisco's center is managed by ResCare, a private company which runs 15 Job Corps Centers across the country.

Noting that his new position will keep him involved in local workforce development efforts, Mr. Arcelona said he looks forward to continuing to work with PIC and its many collaborators. He thanked Council members, PIC staff, and PIC subcontractors for their support and guidance over the past four years.

Public testimony on non-agenda items

Mr. Steve Bingham of the San Francisco Neighborhood Legal Assistance Foundation distributed a letter commenting on the recommendations from the January 28 meeting of a Subcommittee of the Evaluation Committee concerning the disconnect between Title IIA participant goals with actual populations served. He encouraged the Council to continue looking into this problem. Mr. Martin directed PIC staff to send this matter to the Evaluation Committee for further action.

The meeting was adjourned at 4:30 p.m.

9.20

8

23/99



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
ALL COMMITTEE MEMBERS
HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: MARCH 23, 1999

FROM: CRAIG K. MARTIN, CHAIRMAN

SUBJECT: INTERIM PRESIDENT FOR THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

As you know, Steve Arcelona will be leaving the Private Industry Council of San Francisco to become the director of the new Treasure Island Job Corps Center. The PIC Board of Directors has formed a committee to begin the search for a new President.

Raymond R. Holland, who has been with the PIC and the Mayor's Office of Employment and Training for many years and who is currently the PIC's Vice President for Planning, MIS and Legal Affairs, will serve as Interim President upon Steve Arcelona's departure on April 2, 1999 until a new President is named.

Please offer Ray your cooperation, support, and good wishes.

cc: Raymond R. Holland
PIC Subcontractors
PIC Staff
Interested Parties

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, April 9

DATE:	Tuesday, April 13, 1999
TIME:	3:00 - 4:30 P.M.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

Agenda appears on reverse side

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Agenda

PRIVATE INDUSTRY COUNCIL

Meeting of April 13, 1999

- 1. Public testimony on agenda items * ***
- 2. Adoption of agenda ***
- 3. Approval of minutes**
From the Council's March 9 meeting (to be mailed) *
- 4. Chairman's report**
 - a. Interim PIC President
 - b. Search for new PIC President
- 5. Forum**
One Stop San Francisco Web site, beta version demonstration by Liisa Ogburn, Executive Producer, 415 Productions, and Cathy de Cristofaro, One Stop Career Center System
- 6. Committee report**
 - a. Planning Committee, recommendations for all remaining subparts of the PY '99 modification of San Francisco's PY '98-'99 Job Training Plan (to be mailed) — Michael Mee *
 - b. The Council acting as a committee of the whole, selection of one 1999 Summer Youth Employment & Training Program (SYETP) subcontractor for the city-wide component for severely disabled youths (public testimony to be heard during this portion of the meeting) (materials to be mailed) *
- 7. President's report**
- 8. Public testimony on non-agenda items * ***

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set in advance a time limit for the testimony of individuals or organizations.*



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

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Revised Agenda appears on reverse side

Revised April 8, 1999



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Revised Agenda

PRIVATE INDUSTRY COUNCIL

Meeting of April 13, 1999

1. Public testimony on agenda items * *

2. Adoption of agenda *

3. Approval of minutes

From the Council's March 9 meeting (not yet available)

4. Chairman's report

- a. Interim PIC President
- b. Search for new PIC President

5. Forum

One Stop San Francisco Web site, beta version demonstration by Liisa Ogburn, Executive Producer, 415 Productions, and Cathy de Cristofaro, One Stop Career Center System

6. Committee report

- a. Planning Committee, recommendations for all of the remaining subparts of the PY '99 modification of San Francisco's PY '98-'99 Job Training Plan (enclosed) — Michael Mee *
- b. The Council, acting as a committee of the whole-selection of a 1999 Summer Youth Employment & Training Program (SYETP) subcontractor for the citywide component for severely disabled youths (pending adoption of the agenda in item 2, public testimony will be heard during this portion of the meeting) — (materials enclosed)

7. Interim President's report

- a. Proposed Resolution Approving CDBG/ESBG Grant to the PIC — (materials enclosed)
- b. Other reports (to be provided at the meeting).

8. Public testimony on non-agenda items * *

* May require action by the Council

* * Up to 15 minutes are scheduled for public testimony. The Chairman may set in advance a time limit for the testimony of individuals or organizations.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: MARCH 29, 1999

FROM: MICHAEL MEE, CHAIRMAN

Michael Mee

SUBJECT: PLANNING COMMITTEE RECOMMENDATIONS FOR PROGRAM YEAR '99, JTPA TITLES IIA, IIC AND IIIA

Agreement of the Council-Mayor partnership is requested on proposed general expenditures for the Job Training Partnership Act's Program Year 1999 Job Training Plan. PY'99, beginning on July 1st of this year and ending in June 2000, will be the seventeenth and final program year of federally-appropriated JTPA activity. JTPA will be replaced on July 1, 2000 by WIA, the Workforce Investment Act.

Background:

On March 1st the Planning Committee met to review staff's estimates of PY'99 Titles IIA, B and C allocations, and to provide general guidance in preparing PY'99 JTPA budget recommendations. In brief, staff was advised to:

- plan for a continuation of the eleven statutory waivers approved for PY'98, and, where financing could be identified, plan for implementation;
- wait until the conclusion of the 1999 Title IIB Summer Program (SYETP) to determine if any unspent IIB funds could or should be transferred to the year-round Title IIC Youth program; and
- use an evaluation of recent contractor performance as the general basis for making dollar recommendations.

On March 9th the Council received a summary of the estimated allocations. Later that day, the California Employment Development Department officially confirmed those estimates and provided allocation figures for Title III. PY'98 (current year) and PY'99 allocations are compared in the following table:

JTPA Subpart Program	PY'98 Available	PY'99 Allocation	Change '98-to-'99
Title IIA 77% Basic Adult	\$2,230,927	\$1,947,479	(\$283,448)
Title IIA 5% Older Individuals	\$319,952	\$322,952	\$3,000
Title IIB SYETP Summer	\$2,581,979	\$2,429,609	(\$152,370)
Title IIC 82% Basic Youth	\$458,706	\$233,119	(\$225,587)
Title IIA/C 5% Incentive	\$66,450	\$86,165	\$19,715
Title IIA/C 8%-50% TANF	\$171,868	\$160,000	(\$11,868)
Title IIA/C 8%-30% STC	INA	INA	INA
Title IIIA 60% Dislocated Wkr.	\$2,157,896	\$2,024,202	(\$133,694)

/1. PY'98 Available includes prior-year unexpended surplus funds and a \$200,000 IIB->IIC transfer.

Initial Committee Recommendations for PY'99:

On March 29th the Planning Committee met to review staff's recommended budgets for PY'99. At the hearing, staff presented summaries of each subcontract's goals and achievements for the eighteen months ending December 31, 1998, and detailed recommended dollar distributions for each of the JTPA subparts.

During the hearing, the criteria and process used by staff was called into question. One subcontractor claimed a delay in the verification of placements submitted to the PIC on December 28th. Another sought confirmation that the same methodology was used to "count" both placements and enrollments.

After discussion, the Committee determined that —

- a general JTPA Job Training Plan for PY'99 — without contractor dollar detail — be prepared for submission to the Governor on or about April 12th;
- staff return to the Planning Committee with clarifications of the facts in question, specifically (1) confirmation of the dates upon which events did or did not occur, and (2) confirmation that the same criteria and process was used consistently for counting both placements and enrollments; and
- based on its confirmations, staff resubmit detailed budgets to the Planning Committee for its consideration in April, for subsequent recommendation to the PIC and the Mayor on May 11th.

The Committee's motion, passed without objection, was "... to approve the PY'99 JTPA Job Training Plan, in order to comply with the State requirement, then subsequently decide, at a later meeting, where specific cuts will come from." The Committee will meet again on April 19th.

attachments

cc: PIC Proponents
PIC Staff
Mary Ann Goodwin, SDE
Will Lightbourne, SFDHS
Irene Martinez, EDD/JTPD



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR. **DATE:** APRIL 8, 1999

FROM: RAYMOND HOLLAND *RH*

SUBJECT: RECOMMENDED SUBCONTRACTOR FOR THE 1999 JTPA TITLE IIB (SYETP)
COMPONENT FOR SEVERELY DISABLED YOUTHS

On March 9th the Council instructed PIC staff to issue a new solicitation for proposed 1999 JTPA Summer Youth Employment and Training Program component subcontracts to serve severely disabled eligible youths. Because of time constraints, these recommendations have not been reviewed by the Planning Committee in a public hearing and PIC Staff is requesting that the Council perform that role on April 13th.

The announcement of that Request For Proposals and of the March 19th Bidders' Conference at which it would be issued was released on March 10th. Representatives of three potential proponents attended that Bidders' Conference and received copies of that RFP package. Represented were Career Resources Development Center (CRDC), the San Francisco Unified School District (SFUSD), and another community based organization which apparently elected not to submit a proposal subsequently.

Representatives of the SFUSD submitted its proposal before the deadline time and date of 5:00 p.m., Friday, April 2nd specified in the RFP and representatives of CRDC submitted its proposal at 5:10 p.m. on that same day. On Monday, April 5th, a representative of another community based organization asked for a waiver of the specified deadline time and date so that it could submit its proposal by the close of business that day. Because of the specified deadline time and date in the RFP, CRDC's proposal was not reviewed and the representative of the community based organization which asked for a waiver was informed that it could not be granted.

As a result of the reviews by representatives of the PIC Staff and of the State's Department of Rehabilitation (for which PIC Staff is grateful), PIC Staff recommends that the proposal submitted by the SFUSD be selected for that program component's subcontract and that it be financed with \$46,500 of JTPA Title IIB (SYETP) funds to serve twenty-four (24) severely disabled eligible youth.

The SFUSD is proposing to operate a work experience program for youths who are eligible for JTPA, who have severe disabilities, and who would not otherwise be served in other SYETP components because of the severities of their disabilities. The SFUSD plans to recruit youths from its special education programs, from community access and transition programs, and from non-public schools.

The SFUSD is also proposing to contribute \$35,117 of in-kind funding from a source other than JTPA to recruit and provide special support services for youths who have severe cognitive development disabilities, orthopedic or physical impairments, hearing impairments, vision impairments, serious emotional disturbances requiring intensive workplace support, and those who are referred by professionals in technological, occupational, or physical therapy.

Pending clarification from SFUSD representative, PIC Staff recommends that SFUSD regard this as a paid work experience program and not as a summer internship program. Since the SFUSD proposes to pay the wages for the youths enrolled in the work experience component, it will be the employer of record, it will be responsible for obtaining appropriate workers compensation or other insurance, and it will also be responsible for paying wages for youths who are referred to and participate in the education component. Representatives of the SFUSD will also need to clarify a few other issues that have been identified in the PIC 122 (SYETP Participant Characteristics and Enrollment Summaries) before a subcontract is executed.

cc: PIC Staff, L.Profaca (DR), D. Owyang (CES), M. Razaee (CRDC), T. Latham (SFUSD), & A. Snay (JVS)



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL MEMBERS OF THE COUNCIL

DATE: APRIL 8, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: PROPOSED RESOLUTION FOR YOUR CONSIDERATION AND APPROVAL

Several months ago, the PIC prepared and submitted to the Mayor's Office of Community Development (MOCD) a proposal for financing of part of the PIC's effort to market and to generate vouchers for the different tax credits that are offered by Federal, State, and Local Governments for participants who are being placed in jobs from the PIC's various employment training programs as an integral element of San Francisco's coordinated employment, training, and economic development plans.

That proposal was selected by the Board of Supervisors and the Mayor for a grant that runs from April of this year to March of next year. The annual cost of the marketing and vouchers program is estimated to be \$110,500. Approximately \$40,500 of that amount would be financed with PY'98 and PY'99 JTPA Title III (40%-Rapid Response) funds and the remainder with \$70,000 of Community Development Block Grant and Emergency Shelter Grant Program (CDBG/ESBG) funds under the grant.

Earlier this month, the PIC was informed that the Council's approval of a formal resolution for the grant is necessary before it can be executed.

Attached are:

- the formal resolution that is required to approve the proposed grant; and
- the work plan narrative which, along with this cover memorandum, describes the grant program for which your approval is being solicited.

PIC Staff recommends that you adopt the attached resolution and approve the grant program described in the work plan attached to it.

Two Attachments

cc: PIC Staff
Pam David, MOCD
Irene Martinez, EDD/JTPD



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

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Two Attachments

cc: PIC Staff
Pam David, MOCD
Irene Martinez, EDD/JTPD

**RESOLUTION OF THE
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.**

WHEREAS, the Council has reviewed that certain Grant Agreement between the Corporation and the City and County of San Francisco, acting through the Mayor's Office of Community Development (the "City"), dated as of April 1, 1999 (the "Grant Agreement"), and is aware of the responsibilities and obligations set forth therein, including but not limited to the limitations attendant to the grant funds.

WHEREAS, the Council believes that it is in the best interests of the Corporation to enter into the Grant Agreement.

RESOLVED, that the Corporation enter into, execute and deliver the Grant Agreement to the City, and abide by the terms therein.

RESOLVED, that the Corporation accept 1999 CDBG and/or ESGP grant funds from the City in accordance with the terms and conditions of the Grant Agreement.

RESOLVED, that the Corporation has or will have sufficient funds or other resources to comply with the terms and provisions of the Grant Agreement and to perform the Work Program as contemplated therein.

RESOLVED, that the Corporation's Interim President, Raymond Holland, or Vice President, Greg Marutani, acting alone, has the authority to execute and deliver the Grant Agreement and all agreements, certificates, and instruments related thereto, and to perform all acts necessary and appropriate to ensure that the Corporation abide by the terms and conditions of the Grant Agreement.

RESOLVED, that the Corporation will comply will all federal, state and local environmental, public health, affirmative action, and all other codes, laws, orders, rules, regulations and the like applicable to the Work Program and the Grant Agreement.

RESOLVED, that the authority and acts hereby conferred shall be deemed retroactive, and any and all acts which were performed prior to the passage of these resolutions are hereby approved and ratified.

APPROVED AND ADOPTED the 13th day of April 1999.

I, the undersigned, do hereby certify that the foregoing Resolution was duly adopted by the governing body of the said above-Corporation.

Name: Craig K. Martin

Title: Chairman

Date: April 13, 1999

Corporation Tax I.D.#: 94-2604538

Signature

PART II: WORK PLAN NARRATIVE

FOR EACH PROGRAM OUTCOME AND ITS MAJOR COMPONENTS INDICATED ON THE WORK PLAN OUTLINE, PLEASE COMPLETE THE FOLLOWING (use additional pages as necessary):

Organization: Private Industry Council of San Francisco, Inc.

PROVIDE DETAILS FOR EACH PROGRAM COMPONENT, INCLUDING BUT NOT LIMITED, TO:

(1) List the program component; (2) describe the component and its activities; (3) describe how it is delivered; (4) to whom it is delivered; (5) the relationship between the component and the program goal (how it helps achieve the goal); (6) describe staff and their qualifications to deliver the component's activities; (7) staff:client ratio; (8) how you will evaluate and measure the effectiveness of each component; and (9) when component activities occur (please provide a schedule).

1. Enterprise Zone Vouchering Project (EZVP)
2. The EZVP will assist San Franciscans who are very low income and extremely low income to access entry level jobs in San Francisco that result directly from hiring tax credit services provided by the PIC to businesses located in the City's Enterprise Zone (EZ).
3. This program's services are delivered in the following ways: The PIC's Business Services Manager (BSM) will initially contact employers by cold-calling, referrals, broadcast faxes, mass mailings and conducting workshops. The BSM will work closely with the employer to document their employee's tax eligibility and issue EZ hiring tax credit vouchers. Low income job applicants will be identified through standard PIC intake procedures, by the community-based organization that provides them with job training and placement or on an individual basis by the employer. Community-based organizations will receive training in EZ credit pre-screening from the BSM.
4. There are three sets of clients for this program; employers, job applicants and community-based organizations.
5. The EZVP helps achieve the program goal by providing assistance to employers who would like to earn significant state income tax credits by hiring very low income and extremely low income job applicants.
6. The PIC's BSM has received on-the-job as well as structured training on the ins and outs of federal, state and local tax credits. She maintains a close working relationship with the CA State Trade and Commerce Agency to ensure that San Francisco's EZ program is administered in accordance with state guidelines.
7. Staff:Client ratio = 1:240
8. Component outcomes will be measured by the number of EZ vouchers issued to employers who hire extremely low and very low income job applicants. The voucher is issued at the time of hire. Every voucher issued for the purpose of this program represents one extremely low income or very low income person who found a job.

9. Hiring Credit Vouchers to be Issued by the PIC

Month/Year	Number of Vouchers Issued	Cumulative Total
April 1999	5	5
May 1999	10	15
June 1999	15	30
July 1999	15	45
August 1999	20	65
September 1999	20	85
October 1999	20	105
November 1999	25	130
December 1999	25	155
January 2000	25	180
February 2000	30	210
March 2000	30	240



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

FACSIMILE COVER SHEET

TO: JULIE PUENTES, CHAIRWOMAN
SPECIAL WIA TRANSITION COMMITTEE
STATE JOB TRNG. COORD. COUNCIL

DATE: MARCH 22, 1999
FAX NO.: (916) 654-8987
ALT. FAX. NO.: (916) 654-9135
OFFICE NO.: (916) 654-6836

FROM: STEVE ARCELONA
RAYMOND R. HOLLAND

SUBJECT: SAN FRANCISCO'S RESPONSES TO THE INITIAL "STIMULUS QUESTIONS" FOR
IMPLEMENTING THE *WORKFORCE INVESTMENT ACT* IN CALIFORNIA

The total number of pages in this transmission, including this cover sheet, is 5.

Attached are our responses to the initial "stimulus questions" that have been posed for the implementation of the federal *Workforce Investment Act*.

Please let us know if you have any questions or desire additional information.

Attached responses

cc: Mayor Willie L. Brown, Jr.
Craig K. Martin, Chairman
Will Lightbourne, SFDHS
All Council Members
PIC Staff
Virginia Hamilton, CWA
Joan Crigger, USCM

RESPONDENT PROFILE

Workforce Investment Act Stimulus Questions

Name (optional) Steve Arcelona Title (optional) President
Raymond R. Holland Vice President, Planning &
PIC of San Francisco, Inc. Legal Affairs
County Employed In City & County of San Francisco
Address 1650 Mission Street, Suite 300 City San Francisco ZIP 94103
Phone (415) 431-8700 Fax (415) 431-8702 Email picsf@pacbell.net

Representative Category: Please check the box that best describes the constituent group you represent.

- | | | |
|---|--|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Homeless Services | <input type="checkbox"/> School-to-Career |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Housing | <input checked="" type="checkbox"/> SDA/PIC |
| <input type="checkbox"/> Business/Industry | <input type="checkbox"/> Local Elected Official | <input type="checkbox"/> Services to the Disabled |
| <input type="checkbox"/> Community Based Org. | <input type="checkbox"/> Local Schools K-12 | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Childcare Programs | <input type="checkbox"/> MSFW Programs | <input type="checkbox"/> Tech Prep. Programs |
| <input type="checkbox"/> Community Colleges | <input type="checkbox"/> Native American Programs | <input type="checkbox"/> Training Provider |
| <input type="checkbox"/> Correctional | <input type="checkbox"/> Older Worker Programs | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> CSBG Program | <input type="checkbox"/> Private Education K-12 | <input type="checkbox"/> Veterans Organization |
| <input type="checkbox"/> Dislocated Workers | <input type="checkbox"/> Private Postsecondary Ed. | <input type="checkbox"/> Vocational Education |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Private Citizen | <input type="checkbox"/> Vocational Rehabilitation |
| <input type="checkbox"/> Employer Org./Assoc. | <input type="checkbox"/> Public Education K-12 | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Employment Services | <input type="checkbox"/> Public Higher Ed. | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> ROCP | |

Employers: If you represent "Business/Industry," please indicate the number of persons employed.

- ☐ 50 or Less ☒ 51 - 200 ☐ 201 - 500 ☐ Over 500

Government Agency Representatives: If you work for a government agency, please check appropriate box. (NA)

- ☐ Federal ☐ State ☐ Local

Geographic Area Designation: Please check one box that best describes your geographic area.

- ☒ Urban ☐ Rural ☐ Suburban

Responses from the Private Industry Council of San Francisco, Inc. to the "Stimulus Questions" Posed by the California State Job Training Coordinating Council

- 1A. Since time is of the essence (given the enormous amount of work that will need to be accomplished in the State and in each Local Workforce Investment Area that is eventually designated prior to July 1st of 2000, the latest date upon which the *Workforce Investment Act* must be implemented), we suggest the Governor move forward either with a "grandfathered" State Job Training Coordinating Council [under the "alternate entity" criteria provided in section 111 (e) of the Act] or a new State Workforce Investment Board [as provided in sections 111 (a-d) of that same Act], whichever of the two strategies will result in the earliest functioning State WIB.

Since we do not believe there is anything in either the Act or State legislation which requires that, "if the Governor chooses to retain the SJTCC, the membership structure cannot be changed" subsequently, we would eventually like to see that:

- "representatives of business and industry" on the "Alternate State WIB" mean those individuals described in subsection 111 (b)(1)(C)(i)(I) of the Act;
- "representatives of units or consortia of general local government" on the "Alternate State WIB" mean those individuals described in subsection 111 (b)(1)(C)(ii) of the Act;
- "representatives of organized labor" on the "Alternate State WIB" mean those individuals described in subsection 111 (b)(1)(C)(iii) of the Act;
- "representatives of community-based organizations" on the "Alternate State WIB" mean those individuals described in subsections 111 (b)(1)(C)(iv) and (v) of the Act; and
- "representatives of State agencies and organizations" on the "Alternate State WIB" mean those individuals described in subsections 111 (b)(1)(C)(vi) and (vii) of the Act.

- 1B. As previously indicated, we think the option for changing the "membership structure" of the State WIB will always remain open regardless of whether the Governor decides to proceed initially with a "Alternate State WIB" or a "New State WIB" and we think those options should always be retained for future consideration. At present and in the interests of time, we have no specific recommendations to add to those membership requirements specified in the Act.
- 1C. While we are reluctant to suggest adding responsibilities to the State WIB before it has even had an opportunity to comprehend and begin discharging those already specified in the Act (they are already enormous), we do suggest that it retain the SJTCC's responsibilities for reviewing and at least offering suggestions for, if not approving, other "proposed workforce development plans" that are being proposed by any organizational unit of the State before they are completed.

In particular, the Office of Refugee Resettlement of the U.S. Department of Health and Human Services proposed, in the *Federal Register* of January 8th of this year, to remove all refugee employment training programs authorized under the federal *Immigration and Nationality Act* (i.e., the "Technical Assistance", the "Refugee Employment Social Service", and others) from the "One Stop Employment Training Systems" which have already been established in anticipation of the Act's requirements. Not only do we think that proposal to be particularly ill-timed, we think that the Refugee Programs Branch of the California Department of Social Services should be afforded the opportunity of benefiting from the reviews and suggestions of the State WIB before it moves forward with that regulation of the DHHS/ORR if it remains unchanged from what is being proposed.

2A. While the Act does require the Governor "to consider" the five factors specified in subsection 116 (a)(1)(B) when the total population of a local geographic area for which designation is sought consists of 499,999 or fewer persons, it also requires the Governor [at subsection 116 (a)(1)(A)]:

- first to consult with "chief elected officials" as they are defined in section 101 (6) for geographic areas that, in California, are generally not among those described in subsection 116 (a)(1)(B); and
- "to automatically approve" designations which are sought on the basis of the *sixth* set of factors specified in section 116 (b)(2) for geographic areas that, in California, are also generally not among those specified in subsection 116 (a)(1)(B).

Since the Act:

- defines the term "chief elected official [at section 101 (6)] with respect to a "unit of general local government" which, in California, is generally not described by any of the five factors specified in subsection 116 (a)(1)(B);
- makes the "chief elected official" of the local area solely liable "for any misuse of grant funds"[at subsection 117 (d)(3)(B)(i)(I)];
- since none of the five local geographic areas described in subsection 116 (a)(1)(B) of the Act is represented by a "chief elected official" who (under California law) has the authority and the responsibility to local voters for levying taxes for the potential purpose of discharging such liabilities, and
- since none of the five factors described in subsection 116 (a)(1)(B) of the Act would place the appropriate "chief elected official" (e.g., a board of supervisors, a city council, or a mayor) in the position of marshaling other authorities and resources of "general local government" (e.g., local economic development agencies, local welfare agencies, etc.) for the benefit of the "local one stop workforce development system",

we suggest that "general purpose local government" (i.e., a county, a municipality, or a consortium thereof) and its "chief elected official" should take "first priority" over any of the five factors listed in subsection 116 (a)(1)(B).

It is also suggested that some weight (i.e., less than the "sixth factor" and the "first priority" just identified, but more than any of the "five factors" identified in the "stimulus question") be placed on the extent to which some of the provisions of the *Workforce Investment Act* may have already been implemented or are poised to be implemented in the potential "Local Workforce Investment Area" being considered. To do otherwise would result in a waste of increasingly scarce public funds.

2B. Because of the immediately preceding remarks and because the record of regional governance in California without direct accountability to the voters has not been an overwhelming success, we suggest that any encouragement from the State for "areas to combine" be approached cautiously and, at minimum, be articulated a lot more clearly than it has been in the "stimulus question" (e.g., What would be the specific local benefits and goals of such a combination?, How would such a "combination" provide the public with equal or greater influence over the development of policies?, How would such a "combination" improve efficiency and effectiveness of the services provided?, etc.). We do think, however, that the State should encourage and actively support regional coordination and collaboration.

3A. Yes, after the required consultations with "chief elected officials" and after completing the public review and comment process required in section 112 (b)(9), the State should "certify Alternate Entities" as "Local Workforce Investment Boards" under section 117 (i) of the Act. However, we do not see any provision in the Act for either the Governor or the State "to appoint" a Local WIB.

- 1/13
- 3B.** Since it is not clear what possible "criteria or guidelines" for the "appointment of Local WIB members" would "ensure (that they) can fulfill their responsibilities", we have nothing to suggest in this respect at this time. However, we do have some suggestions for either amending section 117 (d) of the Act or for interpreting it in either the regulations or implementing legislation of the State to provide greater assurance that the chief elected official and the Local WIB, acting in partnership, can fulfill their collective responsibilities. Please let us know if you want a copy of those suggestions.
- 3C.** No. Any specification beyond those provided in the Act of employers to be represented on the Local WIB should be left to the discretion of the chief local elected official and the Local WIB because those issues will vary among different Local Workforce Investment Areas in the State.
- 3D.** No. Any specification beyond those provided in the Act of representation on Local WIBs should be left to the discretion of the chief local elected official and the Local WIB because those issues will also vary among Local Workforce Investment Areas in the State.

Please let us know if you have questions about any of these responses or if you need any additional information.

Thank you for this opportunity to provide comments and suggestions on the initial decisions of the State that will be necessary to implement the *Workforce Investment Act*.

STATE JOB TRAINING COORDINATING COUNCIL



800 Capitol Mall, MIC 67
 Sacramento, California 95814
 (916) 654-6836
 FAX (916) 654-8987

GRAY DAVIS, Governor

Barbara N. Shaw
 Interim Chair

Dean K. Smith
 Executive Director

March 10, 1999

Dear Workforce Investment Partner:

You have been identified as a member of a constituency that may have an interest in the new federal Workforce Investment Act (WIA).

The WIA provides an opportunity for California to examine its workforce investment system and make changes to improve the delivery of services. WIA requires states to establish State Workforce Investment Boards, designate Local Workforce Investment Areas, and appoint Local Workforce Investment Boards that will be responsible for allocating millions of dollars for workforce programs.

WIA raises several key policy issues for states. The State Job Training Coordinating Council has formed a Special WIA Transition Committee to address these policy questions and will be formulating policy options for the Governor and Legislature. We are interested in obtaining your thoughts on these issues.

We have enclosed stimulus questions and background information on the first three issues that must be addressed for WIA implementation. Also included is a respondent profile form for your completion and return. The WIA legislation and other related information and products can be found on the following Internet home pages: U.S. Department of Labor site: www.usworkforce.org or California site: www.sjtcc.cahwnet.gov/SJTCCWEB/ONE-STOP.

Please fax your responses no later than **March 23, 1999** to (916) 654-8987 or (916) 654-9135, or mail to: State Job Training Coordinating Council, Stimulus Questions, 800 Capitol Mall, MIC 67, Sacramento, California 95814.

Thank you for your time.

Sincerely,

Julie Puentes, Chair
 SJTCC Special WIA Transition Committee

Attachments



RESPONDENT PROFILE

Workforce Investment Act Stimulus Questions

Name (optional) _____ Title (optional) _____

Organization _____ County Employed In _____

Address _____ City _____ ZIP _____

Phone _____ Fax _____ Email _____

Representative Category: Please check the box that best describes the constituent group you represent.

- | | | |
|---|--|--|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Homeless Services | <input type="checkbox"/> School-to-Career |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Housing | <input type="checkbox"/> SDA/PIC |
| <input type="checkbox"/> Business/Industry | <input type="checkbox"/> Local Elected Official | <input type="checkbox"/> Services to the Disabled |
| <input type="checkbox"/> Community Based Org. | <input type="checkbox"/> Local Schools K-12 | <input type="checkbox"/> Social Services |
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| <input type="checkbox"/> Correctional | <input type="checkbox"/> Older Worker Programs | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> CSBG Program | <input type="checkbox"/> Private Education K-12 | <input type="checkbox"/> Veterans Organization |
| <input type="checkbox"/> Dislocated Workers | <input type="checkbox"/> Private Postsecondary Ed. | <input type="checkbox"/> Vocational Education |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Private Citizen | <input type="checkbox"/> Vocational Rehabilitation |
| <input type="checkbox"/> Employer Org./Assoc. | <input type="checkbox"/> Public Education K-12 | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Employment Services | <input type="checkbox"/> Public Higher Ed. | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> ROCP | |

Employers: If you represent "Business/Industry," please indicate the number of persons employed.

- ☐ 50 or Less ☐ 51 – 200 ☐ 201 – 500 ☐ Over 500

Government Agency Representatives: If you work for a government agency, please check appropriate box.

- ☐ Federal ☐ State ☐ Local

Geographic Area Designation: Please check one box that best describes your geographic area.

- ☐ Urban ☐ Rural ☐ Suburban

Stimulus Questions

STATE WORKFORCE INVESTMENT BOARD

- 1A. The Governor can retain the existing State Job Training Coordinating Council as the State Board, or establish a new State Board in accordance with WIA. Which of these would best move California to the workforce investment system envisioned under WIA? Please explain, including how your constituency would be better served.
- 1B. If a new State Board is established, should members other than those required under WIA be added, e.g. Temporary Assistance to Needy Families (CalWorks), etc.? Please explain.
- 1C. In addition to the State Board responsibilities outlined in WIA, what additional roles, if any, should the State Board be vested with? For example, should the State Board be responsible for providing input into other programs, additional administrative responsibilities, or reviewing other workforce program plans, etc.?

LOCAL WORKFORCE INVESTMENT AREA DESIGNATION

- 2A. Of the five factors identified in WIA to be considered for local area designation, should they be prioritized? If yes, what should the priorities be? If no, why? What, if any, additional criteria should the State use to designate local areas? Please explain.
- 2B. Should the State encourage areas to combine? Please explain.

LOCAL WORKFORCE INVESTMENT BOARD

- 3A. Should the State consider appointing an alternative entity, that meets the provisions of the Act, as the Local Board? If yes, what criteria should be established to make this decision? Please explain.
- 3B. What criteria/guidelines should be established for appointment of Local Board members to ensure they can fulfill their responsibilities?
- 3C. WIA requires that Local Boards be comprised of a majority of business representatives from the local area. Should the State require that employer representation include specific targeted employer groups other than those specified in the Act? Please explain.
- 3D. Recognizing that each Chief Elected Official may add Local Board members as deemed necessary, are there additional partners that should be mandated by the State to be included on all Local Boards, e.g. CalWorks? Please explain.

I. State Workforce Investment Board Background (Citation WIA 111)

Under the Workforce Investment Act (WIA) of 1998, the State Workforce Investment Board (State Board) will have the authority to guide the development of the State's workforce investment system and to coordinate the plans of federally funded workforce investment programs. The State Board will assist the Governor with the following activities:

- Development of the State plan and review of local plans
- Development and continuous improvement of a statewide workforce investment system
- Annual review and comment on the performance measures established pursuant to the Perkins Act
- Designation of local workforce investment areas
- Development of allocation formulas for distribution of funds to local areas when the discretionary allocation formula is used
- Development and continuous improvement of state performance measures
- Preparation of the annual report to the Secretary of Labor
- Development of the statewide employment statistics system
- Development of an application for a statewide incentive grant

WIA requires that the Governor establish a State Board. Under WIA the Governor can:

- Retain the State Job Training Coordinating Council (SJTCC): As required by the Job Training Partnership Act, the Governor appoints members. Membership is comprised of representatives of: business and industry (30%); the State Legislature; State agencies and organizations, units or consortia of general local government (30%); organized labor and community-based organizations (30%); and the general public (10%). The current SJTCC has 30 members. If the Governor chooses to retain the SJTCC, the membership structure cannot be changed.
- Establish a New Board: The WIA sets forth the requirements for State Board membership. A new State Board would be comprised of approximately 44 members.

WIA requires that the State Board membership include:

The Governor and two representatives from each chamber of the State legislature; and members appointed by the Governor representing:

- Business in the State (must comprise a majority of the State Board membership)
- Chief local elected officials
- Labor organizations
- Individuals and organizations with expertise in the delivery of workforce investment activities and youth services
- Lead State agency officials of the programs required to provide services through the One-Stop system*
- Individuals in the State (when there is no lead State agency official) with expertise in a program, service or activity required to provide services through the One-Stop system*
- Other representatives and State agency officials as the Governor may designate

* One-Stop service delivery is the cornerstone of a State's workforce investment system. It will make numerous training, education and employment programs available through a single, customer-focused service delivery system at the local level.

II. Local Workforce Investment Area Designation Background (Citation WIA 116)

In order for California to receive its Workforce Investment Act (WIA) funding, the Governor, in consultation with the State Board, must designate local workforce investment areas. In designating Local Workforce Investment Areas, the following five factors must be considered:

1. Geographic areas served by local educational agencies and intermediate educational agencies.
2. Geographic areas served by postsecondary educational institutions and area vocational education schools.
3. The extent to which such local areas are consistent with labor market areas.
4. The distance that individuals will need to travel to receive services provided in such local areas.
5. The resources of such local areas that are available to effectively administer the activities carried out under Title 1, Subtitle B of WIA.

In addition to the above considerations, the following criteria must be applied:

- **Automatic Designation:** The Governor shall approve any request for designation from a single unit of general local government with a population of 500,00 or more.
- **Temporary Designation:** The Governor shall approve a request for temporary designation, from any unit, or combination of units of local government with a population of 200,000 or more and who also meet the following guidelines:
 - They were a service delivery area under JTPA;
 - They met the JTPA performance measures for Title IIA and III, during the preceding two years; and
 - They have sustained fiscal integrity.

A temporary designation shall be for a period of not more than two years. The designation shall be extended until the end of the period covered by the State plan, if the Governor determines that, during the temporary designation period, the area substantially met the local performance measures for the local area as defined by the State Board and sustained fiscal integrity.

- **State Board Recommendation:** The Governor may approve a request from any unit of general local government (including a combination of such units) for designation as a local area if the State Board determines, after taking into account the factors for local area designation described in WIA, and recommends to the Governor that such area should be designated.

III. Local Workforce Investment Board Criteria Background (Citation WIA 117)

WIA requires that the Local Workforce Investment Board (Local Board) set policy for the local area. The Local Board must:

- Develop/submit a 5-year local plan
- Select local One-Stop Operators
- Identify eligible providers of training and intensive services
- Select youth providers
- Develop Local Board budget
- Provide program oversight
- Make available to the public the activities of the local Board
- Negotiate local performance measures with local elected officials and the Governor
- Assist in the development of the Statewide employment statistics system
- Coordinate activities with economic development representatives and employers
- Promote participation of employers and ensure effective connecting, brokering and coaching activities to assist employers

WIA requires that a Local Board be established in each Workforce Investment Area of the State. The Governor, in partnership with the State Board, must establish criteria for Local Board membership. Each Local Board will be certified by the Governor for two years, and be responsible for setting policy for the local area. The State may:

- Use an alternative entity: The State may use any local entity, including an existing Private Industry Council, regional Workforce Development Board, or similar entity that meets conditions in WIA Section 117 (i) Alternative Entity.
- Establish a new Board: Unless a state chooses to use an alternative entity, a new Local Board must be established. The Local Board must include, at a minimum, members from the following six groups:
 - Business in the local area (minimally, 51% of the membership to include: owners of businesses; chief executives or operation officers of businesses; and other business executives or employers with optimum policy making or hiring authority; represent businesses with employment opportunities that reflect the employment opportunities of the local area; and are appointed from among individuals nominated by local business organizations and business trade associations);
 - Local educational entities (including local school boards, adult education and literacy, postsecondary institutions);
 - Labor organizations;
 - Community-based organizations;
 - Economic development agencies, including private economic development entities; and
 - Required One-Stop partners as identified in WIA 121 (b) (1) (B)



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT of MINUTES

for a meeting
of the Private Industry Council of San Francisco

April 13, 1999

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Members present: Chairman Craig K. Martin, Mr. Brent Andrew, Ms. Julie Brandt, Mr. John Cammidge, Dr. Brenda Cochrane, Ms. Linda Davis, Dr. Philip Day, Ms. Mary Edington, Mr. Gary Fitschen, Mr. Dan Grossman, Mr. Will Lightbourne, Mrs. Leslie Luttgens, Mr. Michael Mee, Mr. Brian Murphy, Ms. Sheila Peters, Ms. Carol Piasente, Mr. Fairfax Randolph, Mr. Victor Revenko and Mrs. Barbara Thompson

Staff present: Interim President Ray Holland, Ms. Brenda Brown, Ms. Bonnie Carroll, Mr. Larry Chatmon, Ms. Joyce Crum, Mr. Wes Dixon, Mr. Alfredo Fajardo, Ms. Daphne Kay, Mr. Jim Kennedy, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sululagi Palega, Mr. Duran Rutledge, Ms. Clara Wong and Mr. Da'mon Vann

Public present: Ms. Debbie Benitez, Mr. Robert Chan, Ms. Nancy Cussary, Ms. Johnicon George, Mr. Balfour Gerber, Mr. Rocio Miller, Rev. Ashirvadham Rayikanti and Mr. John Williams

The meeting began with a quorum at 3:05 p.m.

Public testimony on agenda items

There was no public testimony on agenda items.

Adoption of the agenda

A motion to adopt the agenda as submitted was made, seconded, and approved by the Council.

Chairman's report

Mr. Martin announced that Mr. Ray Holland would serve as Interim President of the PIC. A Search Committee made up of some Board members has been formed, recruitment firms have been contacted, and an advertisement appeared in the April 13 edition of the Wall Street Journal, Mr. Martin said.

Forum

Ms. Liisa Ogburn, Executive Producer with 415 Productions, and Ms. Cathy de Cristofaro, One Stop Career Center System, demonstrated a preliminary version of the One Stop San Francisco Web site. 415 Productions was selected through a Request For Proposals to develop the site, which is being financed through a \$651,000 State grant. Ms. de Cristofaro will be the site's administrator, and is responsible for updating and maintaining the site.

Prior to contracting with 415 Productions, the One Stop conducted extensive research, met weekly with One Stop partners, and held focus groups with potential users. The site is currently undergoing testing with various audiences. The One Stop hopes to go live by the end of May.

The Web site serves three audiences: employers, job seekers and community based organizations (called agencies on the site). For employers, the site offers, among other subjects, links to information on hiring tax credits and a database of job seekers and their skills. Job seekers can

learn how to find, get, or prepare for a job, and how to upgrade their skills, change or keep a job, and can list their skills for interested employers to access. Agencies may exchange information through the site and share client records maintained there. The site includes events calendars for all three audiences. There are extensive links to agencies with information on their services, and a link to the S.F. Public Library's database.

Top pages of the site will be provided in English, Spanish, Russian and Chinese. More detailed pages will be, for the time being, in English only.

A number of Council members expressed concern for security, particularly for the skills database which will include the names, telephone numbers and social security numbers of job seekers. Ms. Ogburn said that 415 Productions has extensive experience in Web site security, and has included "firewalls" within this site. The skills database is also password protected, and both agencies and employers must have passwords to access it. Ms. Ogburn noted that while agencies can view a client's social security number, this information is suppressed for employers. Mr. Randolph said he was worried about how secure the skills database would be when it is accessible, even with password, to staff at more than 25 One Stop access points.

Committee reports

Planning Committee

Referring to his March 29 memorandum, Mr. Mee discussed the Planning Committee's recommendations for Job Training Partnership Act Program Year 1999 Job Training Partnership Act Titles IIA, IIC and IIIA. Mr. Mee said the Committee approved the general Plan for submission to the Governor on or about April 12, but postponed contract dollar details until PIC staff return with clarifications on certain issues. The Committee returns to the Council May 11 with these recommendations.

A motion to approve recommendations for PY'99 JTPA Titles IIA,IIC and IIIA, without dollar details, was made by Mrs. Thompson, seconded and unanimously approved by the Council.

Mr. Holland discussed his April 8 memorandum on a recommended subcontractor for the severely disabled youths component of the 1999 JTPA Title IIB Summer Youth Employment and Training Program. As instructed by the Council, PIC staff issued an RFP for this activity. Three agencies attended the Bidders' Conference, and on April 2, the RFP deadline, two proposals were submitted: one from the S.F. Unified School District and one from Career Resources Development Center. Since there was not enough time to hold a meeting of the Planning Committee, Mr. Holland said staff recommendations were being submitted directly to the Council today.

Public testimony was solicited by the Chairman, but none was received.

CRDC's proposal was ten minutes late, which disqualified it from consideration. Mr. Andrew asked whether this was harsh, but Mr. Martin observed that judges he has worked with are rarely forgiving. It was also observed that the PIC has always strictly enforced its RFP deadlines.

Under the \$46,500 subcontract, SFUSD would serve 24 severely disabled youths. The Districts proposals includes an additional \$35,117 in-kind contribution.

A motion to contract with SFUSD to provide services to severely disabled youth under the 1999 SYETP was made, seconded and approved by the Council, with Ms. Davis abstaining. Conflict of interest forms were distributed, signed and returned.

Interim President's report

Mr. Holland referred to his April 8 memorandum in which he asked the Council to adopt a resolution obligating the PIC to market and generate vouchers for various Federal, State and local hiring tax credits. Under the agreement with the Mayor's Office of Community Development, PIC would provide \$40,500 in JTPA Title III funds with the remaining \$70,000 paid through MOCD's Community Development Block Grant and Emergency Shelter Grant Program.

A motion by Mrs. Luttgens to approve the resolution was seconded by Mr. Andrews and approved by the Council. Mr. Martin signed the resolution.

Mr. Holland noted that the interim final rules for the Workforce Investment Act have been delayed again. The problem is that WIA is a systems change, far broader in scope than JTPA, he said, involving such things as accounting rules which vary among the government agencies affected by WIA. And while WIA is "performance based", "performance" has yet to be defined. Federal authorities, Mr. Holland said, are eager to put much of this in states' hands and let them figure it out. California lags behind other states in implementing WIA; it still lacks, for example, a Workforce Investment Board. Five bills are pending in the California Legislature, but no action has been taken on them as of yet. WIA replaces JTPA on July 1, 2000.

Public testimony on non-agenda items

There was no public testimony on non-agenda items.

The meeting was adjourned at 4:10 p.m.

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MEMORANDUM

TO: MAYOR WILLIE L. BROWN, JR.
ALL COUNCIL MEMBERS
ALL MEMBERS OF THE PIC STAFF
ALL PIC SUBCONTRACTORS
OTHER INTERESTED INDIVIDUALS

DATE: APRIL 21, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: ACTING INTERIM PRESIDENT FROM MAY 9TH TO 30TH

Because I will be out of the country on a previously planned trip from May 9th to May 30th, I have asked Brenda Brown to assume the duties and responsibilities of Interim President during that period in addition to her current duties as Vice President of Operations.

I am delighted to report that Brenda has agreed to do so.

Because the staff of the PIC is already stretched to the limit even when everyone is available, please give Brenda any assistance or support she requests.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, May 7

DATE:	Tuesday, May 11, 1999
TIME:	3:00 - 4:30 P.M.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

Agenda appears on reverse side

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Revised May 3, 1999



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**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

Agenda
PRIVATE INDUSTRY COUNCIL
Meeting of May 11, 1999

- 1. Public testimony on agenda items * ***
- 2. Adoption of agenda ***
- 3. Approval of minutes**
 - a. From the Council's March 9 meeting (to be mailed) *
 - b. From the Council's April 13 meeting (to be mailed) *
- 4. Vice Chairwoman's report**
 - a. Acting Interim PIC President
 - b. Search for new PIC President
- 5. Forum**

School to Career Partnership — Bob Anyon
- 6. Committee reports**
 - a. Jobs For Youth Committee (materials enclosed) — Mark Mosher
 - b. Planning Committee — Michael Mee
 1. Recommendation of initial JTPA budgets for all subcontractors under the proposed PY'99 Modification to the PY'98-'99 Job Training Plan (materials enclosed) *
 2. Recommended FFY'99 modification to San Francisco's FFY'98 Formula Welfare-to-Work plan (materials enclosed) *
 3. Recommended plan for renewing the Homeless Employment Collaborative for its fourth and fifth years (materials enclosed) *
 4. Recommended plan to transfer the administration to certain employment and training programs from the San Francisco Redevelopment Agency to the PIC (materials enclosed) *
 - c. Refugee Committee (materials enclosed) — Linda Davis
- 7. Interim President's report**

Status report on Workforce Investment Act (WIA) implementation (materials enclosed) *
- 8. Public testimony on non-agenda items * ***

* *May require action by the Council*

* * *Up to 15 minutes are scheduled for public testimony. The Chairman may set in advance a time limit for the testimony of individuals or organizations.*



AN INVESTMENT
THAT WORKS

Jobs For Youth

Executive Committee

Mark Mosher
Chair, Jobs For Youth
John Carver
Chair, Fund Development
Paul Cohen
Marquitta Mayes
Co-Chairs, Marketing
Sharon Alford
Zetta Ferguson
Co-Chairs, Operations
Tarah Smith
New Ways Workers S.F.
Lucy Scarbrough
Employment Development
Department
Steve Arcelona
Private Industry Council
of San Francisco, Inc.
Liz Jackson-Simpson
Director, Jobs For Youth

Sponsors

City College
of San Francisco
Office of the Mayor
Private Industry Council
of San Francisco
San Francisco Chamber
of Commerce
San Francisco Unified
School District
San Francisco Youth
Employment Coalition
California Employment
Department
Small Business Network
CitySearch7
KPX Television
KPX Radio

Committee on JOBS

AirTouch Communications
AT & T
Bank of America
Bechtel
Blue Shield of California
California Healthcare
System
Chevron Corporation
Citibank
Edgar, Dunn & Co.
The Gap, Inc.
McKesson Corp.
Montgomery Securities
Pacific Gas & Electric Co.
Pacific Telesis Group
Piedmont Madison & Sutro
RCM Capital Management
Charles Schwab & Co.
The Shorestein Company
Transamerica Corp.
Wells Fargo Bank
Williams-Sonoma

To hire a youth, call 415/861-JOBS

MEMORANDUM

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DATE: May 2, 1999

MAY 05 1999

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TO: All Council Members
Mayor Willie L. Brown, Jr.

FROM: Mark Mosher, Chairman-Jobs For Youth Committee

SUBJECT: Jobs For Youth Update

Marketing

This year, instead of the traditional Jobs For Youth Breakfast, JFY is hosting an evening gala/reception on May 18, 1999. The Pacific Gas and Electric Company is underwriting this gala that will be held at the newly renovated City Hall. Over 2500 invitations has been sent out to our business and community partners. At this event, Jobs For Youth will recognize the Betchel Corporation and Wild Planet Toys for their leadership and commitment to integrating youth into their workplaces. Outdoor Systems and AMC Theatres will be awarded for their gifts of advertising space, and an employed youth will be recognized. This is expected to be a fun-filled evening of "youthful" entertainment, which will include a string quartet, an R&B quartet and a roving magician. This event is free, but participants are encouraged to donate gifts from \$25 to upwards of \$5000 to support the Jobs For Youth effort. This change in venue will hopefully encourage greater participation among the small employers who hire.

On April 30, 1999, Jobs For Youth hosted a 30 minute segment on City Watch, the City and County's cable broadcasting station. This media spot was moderated by our director, Liz Jackson-Simpson, with guests representation from Supervisor Michael Yaki, an employer, Rosalie Bulach, President of Namefinders Lists, Keith Bynum, Jr., an employed youth and Bob Anyon, Executive Director of the School to Career Partnership. The speakers spoke about their involvement with the Jobs For Youth system, discussed the importance of youth in the workplace and demonstrated the exponential return on investment gained by the community, business and youth.

Operations

Jobs For Youth has been working closely with the School to Career Partnership (STCP) to systemically coordinate our marketing and operational structures. Through this coordinated effort, JFY and STCP has developed a unified employer campaign that will maximize our

1650 Mission Street, Suite 300, San Francisco, CA 9
415/431-8700 Fax 415/431-8702 TDD 800/7

WEBSITE: <http://www.citysearch.com/sfo/jobsforyouth/jfy@pacbell.>

outreach to employers and demonstrate a uniform front. This is evidenced this year through our direct mail campaign that will be disseminated to over 30,000 businesses by the end of May. This letter, signed by all the major business, government and employment agencies, speaks to the added benefit STCP brings to both youth and business. Bob Anyon, Executive Director of the STCP has teamed up with our director, Liz Jackson-Simpson, through various business, media and community forums to advocate this enhancement to the Jobs For Youth system.

The overall goal of Jobs For Youth is to further its mission of "supporting an easy access system for connecting employers to youth employment and training resources in San Francisco." This is also our understanding of expectations of the Youth Council under the Work Force Investment Act. Jobs For Youth has been discussing the feasibility and measures needed for the development of the JFY Committee to become the Youth Council of the Work Force Investment Board. We believe JFY has the inherent structure for the Youth Council and we see our function falling directing in line with the goals and objectives of that body.

Fund Development

Over the past four months, JFY has been involved in some very intense, strategic fund development activities. As a result, Jobs For Youth has received:

- **\$27,500 from SF Chamber of Commerce** - to support Jobs For Youth's role in the Connect SF effort, a James Irvine Foundation grant to improve the quality and quantity of youth workplace experiences
- **\$10,000 from the GAP Foundation** - for general operating support of Jobs For Youth
- **\$15,00 from Providian Financial Corporation** - to support Jobs for Youth and the development of a universal job readiness standard
- **\$10,00 from Pacific Gas and Electric** - to underwrite the jobs campaign kickoff gala at City Hall on May 18, 1999
- **\$10,000 from Combined Charities Campaign** - to support youth activities in the workplace

Jobs For Youth is still waiting response from the Piper Jaffray Foundation. In addition, fund development efforts are underway to the Miranda Lux Foundation and JP Morgan Corporation.



MAY 05 1999

PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: APRIL 19, 1999

FROM: MICHAEL MEE, CHAIRMAN

SUBJECT: PLANNING COMMITTEE RECOMMENDATIONS FOR PROGRAM YEAR '99, JTPA TITLES IIA, IIC AND IIIA

Background:

On March 1, March 29, and April 19 the Planning Committee met to review contractor performance and take action on a set of proposed budgets for the Job Training Partnership Act's Program Year 1999 Job Training Plan.

JTPA availability for PY'99:

JTPA revenue is expected to change as follows:

JTPA Subpart Program	PY'98 Available	PY'99 Allocation	Change '98-to-'99
Title IIA 77% Basic Adult	\$2,230,927	\$1,947,479	(\$283,448)
Title IIA 5% Older Individuals	\$319,952	\$322,952	\$3,000
Title IIB SYETP Summer	\$2,581,979	\$2,429,609	(\$152,370)
Title IIC 82% Basic Youth	\$458,706	\$233,119	(\$225,587)
Title IIA/C 5% Incentive	\$66,450	\$86,165	\$19,715
Title IIA/C 8%-50% TANF	\$171,868	\$160,000	(\$11,868)
Title IIA/C 8%-30% STC	INA	INA	INA
Title IIIA 60% Dislocated Wkr.	\$2,157,896	\$2,024,202	(\$133,694)
TOTALS	\$7,987,778	\$7,203,526	(\$784,252)

Recommended obligations for PY'99:

Attachment I displays recommended JTPA budgets for PY'99. Staff noted that these budgets "short-fund the set aside pools for IR, OJT, and participant support (child care, transportation)." The Committee recommends that first use of any unobligated, unexpended PY'98 funds be the restoration of the set asides after the start of PY'99.

Delivery of Title III direct services by PIC staff:

When certain direct services are rendered to participants by PIC staff (rather than by subcontractors), the State requires a documented determination that the PIC's "performance in providing case management, job search assistance, and job development services" has been demonstrated.

Title III Dislocated Worker training is generally provided by established vendors using off-the-shelf catalog tuitions or prices. Many of those training agencies — but not all — provide case management, job search assistance, and job development services as a routine part of their program or curricula.

However, in cases where participants are trained by a school or vendor which does not provide these services, the PIC provides them. The PIC has long operated as the backup provider of these services.

The Committee recommends continuing the delivery of Title III direct services by PIC staff.

Attachment

cc: PIC Subcontractors (JTPA only except IIB)

PIC Staff

Steve Bingham, SFNLAF

Mary Ann Goodwin, SDE

Will Lightbourne, SFDHS

Irene Martinez, EDD/JTPD

Title II-A 77% Basic Adult

Title II-A 77% Basic Adult																
Final PY'98 Obligations																
PY'98 Formula Allocation							2,067,657		PY'99 Hold Harmless Allocation						1,947,479	
PY'97 Surplus (FIFO)							163,270		PY'98 Surplus (FIFO)						INA	
PY'98 Total Available							2,230,927		PY'99 Total Available						1,947,479	
Subcontractor (or budget item)		Acronym	Training Technology	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Final Obligations	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Initial Obligations	% Chg.	Dollar Change	
Career Resources Development Center		CRDC	IR	13	12	2,906	31,882	34,788	9	8	2,034	22,317	24,351	70 %	-10,437	
TBC/African Immig. & Refugee Resource Ctr.		TBC	IR	6	5	1,274	12,833	14,107	5	4	1,147	11,550	12,697	90 %	-1,410	
IR Pool (Individual Trng. Reimbursements)		IR Pool	IR				95,000	95,000				70,000	70,000	74 %	-25,000	
City College of San Francisco/John Adams		CCSF/JA	OCT	17	12	3,125	39,063	42,188	12	8	2,188	27,344	29,532	70 %	-12,656	
San Francisco Vocational Services		SFVS	OCT	20	14	5,976	64,811	70,787	16	11	4,781	51,849	56,630	80 %	-14,157	
Asian Neighborhood Design		AND	OCT	23	21	4,080	86,470	90,550	23	21	4,080	86,470	90,550	100 %	0	
Mission Hiring Hall/SOMEC		MHH/SOMEC	OCT	14	11	0	37,642	37,642	10	8	0	26,349	26,349	70 %	-11,293	
Goodwill Industries of San Francisco		GIWI	OCT	12	9	0	21,586	21,586	11	8	0	19,427	19,427	90 %	-2,159	
Ella Hill Hutch Community Center		EHH	OCT	22	20	5,801	60,459	66,260	15	14	4,061	42,321	46,382	70 %	-19,878	
Glide Memorial Church		GLIDE	OCT	12	10	0	34,863	34,863	8	7	0	24,404	24,404	70 %	-10,459	
The Family School		TFS	OCT/BRE	10	9	1,580	29,243	30,823	7	6	1,106	20,470	21,576	70 %	-9,247	
Career Resources Development Center		CRDC	OCT/ESL	42	40	11,912	120,438	132,350	38	36	10,721	108,394	119,115	90 %	-13,235	
Mission Language and Vocational School		MLVS	OCT/ESL	41	37	9,199	94,104	103,303	37	33	8,279	84,694	92,973	90 %	-10,330	
Korean Center, Inc.		KCI	OCT/ESL	43	41	12,394	124,413	136,807	34	32	9,915	99,530	109,445	80 %	-27,362	
Arriba Juntos		AJ	OJT	27	24	8,221	85,814	94,035	24	21	7,399	77,233	84,632	90 %	-9,403	
San Francisco Vocational Services		SFVS	OJT	18	15	3,770	39,551	43,321	14	12	3,016	31,641	34,557	80 %	-8,664	
Swords to Plowshares		STP	OJT	35	26	8,822	89,215	98,037	32	24	7,940	80,294	88,234	90 %	-9,803	
OJT Pool (Employer Reimbursements)		OJT Pool	OJT				155,000	155,000				135,625	135,625	88 %	-19,375	
Jewish Vocational Service		JVS	OJT/IR	32	29	0	63,864	63,864	26	24	0	51,091	51,091	80 %	-12,773	
Northern California Service League		NCSL	OJT/IR	23	17	4,260	46,717	50,977	23	17	4,260	46,717	50,977	100 %	0	
Young Community Developers, Inc.		YCD	OJT/IR	23	20	5,131	52,004	57,135	18	16	4,105	41,603	45,708	80 %	-11,427	
IR / OJT Pool		IR/OJT Pool	OJT/IR				97,981	97,981				117,976	117,976	120 %	19,995	
Children's Council of San Francisco (Childcare)						11,100	173,900	185,000			9,280	145,385	154,685	84 %	-30,335	
Supportive Services (Transportation, Health, Other)							60,000	60,000				50,162	50,162	84 %	-9,838	
McKenzie & Assoc. "PIC Journal" (Employer Outreach)							11,750	11,750				9,823	9,823	84 %	-1,927	
Operations (Intake, Certification, Employer Outreach)							90,086	90,086				75,314	75,314	84 %	-14,772	
PIC Administration						313,360		313,360			305,184		305,184	97 %	-8,796	
Program Totals =				433	372	413,531	1,818,689	2,232,220	382	310	389,496	1,557,983	1,947,479	87 %	-284,741	
				% →		86 %	19 %	81 %	% →		86 %	20 %	80 %			
Deficit =								-1,293	Deficit =				0			

Title II-A 5% Older Individuals

Title II-A 5% Older Individuals		Final PY'98 Obligations						Recommended PY'99 Budget							
		PY'98 Formula Allocation			319,952			PY'99 Hold Harmless Allocation			322,952				
		PY'97 Surplus (FIFO)			0			PY'98 Surplus (FIFO)			0				
		PY'98 Total Available			319,952			PY'99 Total Available			322,952				
Subcontractor (or budget item)		Acronym	Training Technology	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Final Obligations	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Initial Obligations	% Chg.	Dollar Change
Self-Help for the Elderly		SHE	OCT	64	60	13,221	154,022	167,243	64	60	13,221	154,022	167,243	100 %	0
Korean Center, Inc.		KCI	OCT	19	17	5,197	52,543	57,740	19	17	5,197	52,543	57,740	100 %	0
National Council on Aging Individual Referral		NCOA	IR	INA	INA		20,000	20,000	4	3		20,635	20,635	103 %	635
Children's Council of San Francisco (Childcare)													0		0
Supportive Services (Transportation, Health, Other)							15,000	15,000				15,000	15,000	100 %	0
McKenzie & Assoc. "PIC Journal" (Employer Outreach)							2,000	2,000				2,000	2,000	100 %	0
Operations (Intake, Certification, Employer Outreach)							14,162	14,162				14,162	14,162	100 %	0
PIC Administration						45,572		45,572			46,172		46,172	101 %	600
Program Totals =				83	77	63,990	257,727	321,717	87	80	64,590	258,362	322,952	100 %	1,235
				% →	93 %	20 %	80 %		% →	92 %	20 %	80 %			
Deficit =								-1,765	Deficit = 0						

Footnotes:

(1) Source of all allocation figures (except for 8%) is California EDD/JTPD Information Bulletin B98-73 "Final Allocations For Program Year (PY) 1999-00," March 9, 1999.

(2) Final PY'98 obligations may show a small surplus or deficit resulting from subcontract negotiations. Small variations are within the purview of PIC Contract Administrators.

Title II-C 82% Basic Youth

Title II-C 82% Basic Youth															
Final PY'98 Obligations								Recommended PY'99 Budget							
PY'98 Formula Allocation					248,458			PY'99 Hold Harmless Allocation					233,119		
PY'97 IIB→IIC Txfr.					200,000			PY'97 IIB→IIC Transfer of Funds					Zero		
PY'97 Surplus (FIFO)					10,248			PY'98 Surplus (FIFO)					INA		
PY'98 Total Available					458,706			PY'99 Total Available					233,119		
Subcontractor (or budget item)	Acronym	Training Technology	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Final Obligations	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Initial Obligations	% Chg.	Dollar Change	
Career Resources Development Center	CRDC	IR	12	11	2,404	28,859	31,263	0	0	0	0	0	0%	-31,263	
IR Pool (Individual Training Reimbursements)		IR				30,250	30,250					0	0%	-30,250	
Asian Neighborhood Design	AND	OCT	16	14	3,399	62,106	65,505	20	18	4,249	77,633	81,881	125%	16,376	
Mission Language and Vocational School	MLVS	OCT/ESL	20	18	5,110	51,663	56,773	20	18	5,110	51,663	56,773	100%	0	
San Francisco Vocational Services	SFVS	OJT	3	2	1,049	12,314	13,363	0	0	0	0	0	0%	-13,363	
Jewish Vocational Service	JVS	OJT	6	5	2,245	22,725	24,970	0	0	0	0	0	0%	-24,970	
Arriba Juntos	AJ	OJT	6	5	2,395	25,045	27,440	0	0	0	0	0	0%	-27,440	
Young Community Developers, Inc.	YCD	OJT	6	5	2,431	24,584	27,015	0	0	0	0	0	0%	-27,015	
OJT Pool (Employer Reimbursements)	OJT Pool	OJT				40,000	40,000					0	0%	-40,000	
Children's Council of San Francisco (Childcare)					2,700	42,300	45,000			2,130	33,371	35,501	79%	-9,499	
Supportive Services (Transportation, Health, Other)						11,384	11,384				10,599	10,599	93%	-785	
McKenzie & Assoc. "PIC Journal" (Employer Outreach)						750	750				761	761	101%	11	
Operations (Intake, Certification, Employer Outreach)						17,500	17,500				12,469	12,469	71%	-5,031	
PIC Administration						67,959	67,959				35,135	35,135	52%	-32,824	
Program Totals =			69	60	89,692	369,480	459,172	40	36	46,624	186,496	233,119	51%	-226,053	
			%→		87%	20%	80%	%→		90%	20%	80%			
Deficit =							-466	Deficit =							0

Titles II-A/C 5% Incentive

Titles II-A/C 5% Incentive		Final PY'98 Obligations						Recommended PY'99 Budget							
		Portion of PY'98 Award Earned			14,198			PY'99 Award Earned			INA				
		PY'97 Award Earned			Zero			Balance of PY'98 Award Earned			86,165				
		PY'96 Surplus (FIFO)			52,252			Prior Year Surplus (FIFO)			0				
		PY'98 Total Available			66,450			PY'99 Total Available			86,165				
Subcontractor (or budget item)		Acronym	Training Technology	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Final Obligations	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Initial Obligations	% Chg.	Dollar Change
PIC/SFUSD STEP School Year Support		SYS	STEP	INA	INA		27,500	27,500	INA	INA		34,861	34,861	127%	7,361
San Francisco Renaissance (Entrepreneurs)		SFR	OCT/TA	13	9	2,251	22,750	25,001	16	11	2,649	26,770	29,418	118%	4,417
Children's Council of San Francisco (Childcare)						61	1,589	1,650			75	1,956	2,031	123%	381
Supportive Services (Transportation, Health, Other)							1,500	1,500				1,846	1,846	123%	346
McKenzie & Assoc. "PIC Journal" (Employer Outreach)							500	500				615	615	123%	115
Operations (Intake, Certification, Employer Outreach)							2,026	2,026				2,494	2,494	123%	468
PIC Administration						8,138	8,138				14,899	14,899	183%	6,761	
Program Totals =				13	9	10,450	55,865	66,315	16	11	17,623	68,542	86,165	130%	19,850
				% →		69%	16%	84%	% →		69%	20%	80%		
Unobligated Balance =								135	Unobligated Balance =						0

Titles II-A/C 8%-50% TANF

Titles II-A/C 8%-50% TANF		Final PY'98 Obligations							Recommended PY'99 Budget						
		PY'98 Formula Allocation			85,934				PY'99 Formula Allocation (Estimate)			80,000			
		PY'98 State Match			85,934				PY'99 State Match (Estimate)			80,000			
		PY'97 Surplus (FIFO)			0				PY'98 Surplus (FIFO)			N/A			
		PY'98 Total Available			171,868				PY'99 Total Available			160,000			
Subcontractor (or budget item)	Acronym	Training Technology	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Final Obligations	Enroll-ments	Pos. Terms.	Cost Category Admin.	Program	Initial Obligations	% Chg.	Dollar Change	
Arriba Juntos	AJ	OCT/BRE	14	12	5,929	59,974	65,903	13	11	5,506	55,690	61,196	93%	-4,707	
The Family School	TFS	OCT/BRE	12	11	6,993	71,114	78,097	11	10	6,401	65,188	71,589	92%	-6,508	
Supportive Services (Transportation, Health, etc.)						250	250				1,161	1,161	464%	911	
McKenzie & Assoc. "PIC Journal" (Employer Outreach)						706	706				706	706	100%	0	
Operations (Intake, Certification, Employer Outreach)						5,000	5,000				4,865	4,865	97%	-135	
PIC Administration					21,852		21,852			20,483		20,483	94%	-1,368	
Program Totals =			26	23	34,764	137,044	171,808	24	21	32,390	127,610	160,000	93%	-11,808	
			% →		88%	20%	80%	% →		88%	20%	80%			
Unobligated Balance =							60	Unobligated Balance =							0

Titles II-A/C 8%-30% STC

Final PY'98 Obligations

PY'98 Total Available 61,654

Recommended PY'99 Budget

PY'99 Total Available INA

Subcontractor (or budget item)	Acronym	Training Technology	Enrollments	Pos. Terms.	Cost Category Admin.	Program	Final Obligations	Enrollments	Pos. Terms.	Cost Category Admin.	Program	Initial Obligations
San Francisco Unified School District	SFUSD	STEP	INA	INA		49,323	49,323					
Supportive Services (Transportation, Health, etc.)							0					
McKenzie & Assoc. "PIC Journal" (Employer Outreach)							0					
Operations (Intake, Certification, Employer Outreach)							0					
PIC Administration					12,331		12,331					
Program Totals =			0	0	12,331	49,323	61,654	0	0	0	0	0
			% →		20 %	80 %		% →		20 %	80 %	
Unobligated Balance =							0					

% Chg.	Dollar Change
0 %	0

Regardless of the size of the allocation, continue the STEP School To Career program using the same general budgeting proportions.

Title III-A 60% EDWAA Formula Dislocated Workers

Final PY'98 Obligations

PY'98 50% Allocation 1,586,357
 PY'98 10% Allocation 317,271
 PY'97 Surplus (FIFO) 254,268
 PY'98 Total Available 2,157,896

Recommended PY'99 Budget

PY'99 50% Allocation 1,686,835
 PY'99 10% Allocation 337,367
 PY'98 Surplus (FIFO) INA
 PY'98 Total Available 2,024,202

Subcontractor (or budget item)	Acronym	Training Technology	Enrollments	Pos. Terms.	Cost Category		Final Obligations	Enrollments	Pos. Terms.	Cost Category		Initial Obligations	% Chg.	Dollar Change
					Admin.	Program				Admin.	Program			
Arriba Juntos	AJ	IR	20	12	7,295	74,858	82,153	24	14	8,754	89,830	98,584	120 %	16,431
Haight Ashbury Food Program	Homeless HAFP	IR	18	13	4,586	46,414	51,000	18	13	4,586	46,414	51,000	100 %	0
Glide Memorial Church	GLIDE	IR	18	11	3,150	44,830	47,980	18	11	3,150	44,830	47,980	100 %	0
Northern California Service League	NCSL	IR	12	9	3,251	36,349	39,600	12	9	3,251	36,349	39,600	100 %	0
IR Pool (Indiv. Trng. Reimbursements)	IR Pool	IR			4,084	77,596	81,680			4,324	82,160	86,485	106 %	4,805
Individualized Training Subcontracts		IR	278	183	21,594	1,088,682	1,110,276	238	157	18,486	931,976	950,462	86 %	-159,814
City College of SF/Career Link (Assessment)		Bas. Read.	INA	INA	14,525	65,475	80,000	INA	INA	14,525	65,475	80,000	100 %	0
Children's Council of San Francisco (Childcare)					7,500	117,500	125,000			8,076	126,530	134,606	108 %	9,606
Supportive Services (Transportation, Health, Other)					0	63,500	63,500			66,759	66,759	105 %	3,259	
McKenzie & Assoc. "PIC Journal" (Employer Outreach)					0	13,000	13,000			13,667	13,667	105 %	667	
Operations (Intake, Certification, Employer Outreach)					0	206,007	206,007			216,581	216,581	105 %	10,574	
PIC Administration					257,700		257,700			238,478		238,478	93 %	-19,222
Program Totals (Homeless subcontracts only) =			346	228	323,685	1,834,211	2,157,896	310	204	303,630	1,720,571	2,024,202	94 %	-133,694
			% →	66 %	15 %	85 %		% →	66 %	15 %	85 %			
Unobligated Balance =			0					Unobligated Balance =			0			

MAY 05 1999

SAN FRANCISCO
PUBLIC LIBRARYPRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: APRIL 19, 1999

FROM: MICHAEL MEE, CHAIRMAN

SUBJECT: PLANNING COMMITTEE RECOMMENDATIONS FOR MODIFYING SAN FRANCISCO'S
FORMULA WELFARE-TO-WORK PLAN FOR FEDERAL FISCAL YEARS 1999 TO 2002**Background:**

From April to June of 1998, San Francisco's initial Formula Welfare-to-Work Plan for Federal Fiscal Years (FFY) 1998 to 2001 was developed as one of three major workforce development components of San Francisco's overall response to the Federal *Personal Responsibility and Work Opportunity Act of 1996* (or the "welfare reform act").

The two other major components of that response were:

- "San Francisco County's CalWORKs Plan," developed by the San Francisco Department of Human Services in consultation with representatives of the PIC, Inc. and others, as approved by the San Francisco Human Services Commission, the San Francisco Board of Supervisors, and Mayor Brown in January of 1998; and
- "San Francisco's FFY'98-01 Competitive Welfare-to-Work Plan" which was initially authorized on July 1st of 1998 in a three-year grant agreement between the U.S. Department of Labor and the PIC, Inc.

Based on those two components, San Francisco's initial Formula WtW Plan was developed by the PIC, Inc. in consultation with representatives of the SFDHS and was approved by the Private Industry Council and Mayor Brown on June 23, 1998 and submitted to the State's Employment Development Department on June 30th for "certification".

For three reasons, the State EDD's certification of San Francisco's initial Formula WtW Plan was delayed:

- the State's legislation implementing the Formula WtW Programs requires each Service Delivery Area's plan to be approved by the cognizant county board(s) of supervisors acting as the "chief local elected official(s)" while, under that same Federal legislation, it has long been held that the Mayor is the "chief local elected official" of the City and County of San Francisco;
- the EDD would not initially construe the SFDHS-PIC Contract (authorized under the CalWORKs Plan) as evidence of the San Francisco Board of Supervisors' approval of San Francisco's Formula FFY'98-'01 WtW Plan; and
- the EDD would not agree, initially, to assume a mutual obligation with the PIC, Inc. for protecting the confidentiality of information that the latter would be sharing with it on participants and employers served under all of San Francisco's Workforce Development Programs.

Since the Plan was certified on October 2, 1998:

- implementation of the contract between the SFDHS and the PIC, Inc. authorized under the CalWORKs Plan has commenced in earnest and the contract has been and is still being modified in significant ways;
- representatives of the Labor Department's Office of Inspector General, in a review of the PIC's Competitive Welfare-to-Work activities, raised several significant national policies issues that have not yet been resolved, and, despite those unresolved issues, implementation of the plan has since commenced in earnest; and,
- because of the two preceding events and of the delays identified subsequently, implementation of "San Francisco's FFY'98-'01 Formula WtW Plan" is just now beginning.

On February 1st of this year, a draft of the State's Formula FFY'99-'02 WtW Plan was issued for a series of public hearings that have since been conducted throughout the State and, on March 11th, the EDD issued a draft of its instructions for modifying the Local Formula FFY'98-'01 WtW Plans for FFY'99-'02 consistent with the final version of the State's Plan.

While no final version of either the State's Formula FFY'99-'02 WtW Plan or of the EDD's instructions for modifying the Local Formula FFY'98-'01 WtW Plans for FFY'99-'02 has been issued yet:

- the former provides that the estimated amount of San Francisco's three-year formula allocation of FFY'99-'02 WtW funds should be about \$2,151,628 (the amount of San Francisco's three-year formula allocation of FFY'98-'01 WtW funds was \$2,367,832); and
- the latter provides that all FFY'99-'02 Modifications to Local Formula FFY'98-'01 WtW Plans must be submitted to the EDD by May 28th of this year or earlier (the State is required to submit its modified plan to the Labor Department by June 30th).

Recommendations for Modifying San Francisco's FFY'98-'01 WtW Plan for FFY'99-'02:

The Committee recommends the following additions to the Plan:

1. Adding a provision stating that in the absence of unambiguous definitions for key terms of performance, all memoranda of understanding created by the PIC's CalWORKs-PAES activities to date may be refinanced as subcontracts under this plan without any additional procurement;
2. Adding a provision stating that in the absence of unambiguous definitions for key terms of performance, the PIC, Inc. reserves the right to use either Cost Reimbursement Contracts or hybrid contracts (containing both "fixed-unit-price, performance-based" and "cost reimbursement" characteristics) in place of "Fixed-Unit-Price, Performance-Based Contracts"; and
3. Attaching the latest modification of the CalWORKs-PAES Contract between the SFDHS and the PIC.

If additional WtW information becomes available before your May 11th meeting, the Interim President's Report will include an update.

cc: PIC Staff
All PIC Subcontractors
Steve Bingham, SFNLAF
Lorraine Claassen, GOTR-Reg. IX USDOL/ETA
Will Lightbourne and SFDHS Staff
Members, WtW Advisory Committee
Irene Martinez, EDD/JTPD



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

DOCUMENTS DEPT.

MAY 05 1999

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TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: APRIL 19, 1999

FROM: MICHAEL MEE, CHAIRMAN

Michael Mee

SUBJECT: HOMELESS EMPLOYMENT COLLABORATIVE (HEC) TWO YEAR RENEWAL PLAN

BACKGROUND

The Homeless Employment Collaborative (HEC) is authorized by the Stewart B. McKinney Homeless Assistance Act of 1987, P.L. 100-77 and is part of the City and County of San Francisco's Supportive Housing Program administered by the Department of Human Services (DHS) and funded by the U.S. Department of Housing and Urban Development (HUD). The PIC is the "Project Sponsor" of the HEC for the City and has designed and has been managing the three million dollar grant for the period October 1, 1996 to September 30, 1999. Currently with this grant, we subcontract with thirteen agencies to operate training programs for the homeless; ten have had HEC contracts for three years, two for two years and one for one year.

The HEC agencies for Year Three and the number of years they have had HEC subcontracts are:

Arriba Juntos----- Three Years
Catholic Charities----- One Year
Center for Employment Training-----Two Years
Central City Hospitality House----- Three Years
Community Housing Partnership-----Three Years
Episcopal Community Services-----Three Years
Goodwill Industries, Inc.-----Three Years

Jewish Vocational Service-----Three Years
Mission Hiring Hall, Inc.-----Two Years
Northern California Service League-----Three Years
San Francisco Vocational Services-----Three Years
Swords to Plowshares-----Three Years
Toolworks, Inc.-----Three Years

On December 28, 1998, HUD notified the PIC that the City's application for a two year renewal of the HEC grant had been selected for funding in the amount of \$2,059,999.

The Planning Committee recommend the following two-year plan for Year Four and Year Five of HEC for the period October 1, 1999 to September 30, 2001.

Program Goals	Year Four	Year Five	Total
Enrollments	470	530	1,000*
Placements	226	274	500
Other Positive Terminations	74	76	150
Placement Rate	48%	52%	50%*
Positive Termination Rate	64%	66%	65%
90 Day Retention Rate	70%	70%	70%*

* These goals were proposed in the application to HUD. A target average wage of \$7.00/hr. or more was also proposed in the application.

These Program Goals compared to the goals of the initial three year grant represent an increase of 15% for planned enrollments, an increase of 10% for a planned placement rate and an increase of 20% for a planned 90 day retention rate.

Client Characteristic		Goals For Year Four and Year Five Combined			
Male	65%	Single	80%	Living on the streets	17%
Female	35%	Parent w/child	20%	Living in emergency shelters	30%
				Living in transitional housing	21%
African American	46%	Less than HS diploma	32%	Living in supportive housing	32%
White	28%	HS diploma	43%		
Hispanic/Latino	17%	Some college	20%	Disabled	53%
Asian/Pacific Islander	5%	College degree or more	5%	Public Assistance Recipients	58%
Native American	2%			Veterans	17%
Other	2%				

HEC Funds Available	Year Four	Year Five	Total
October 1, 1999 to September 30, 2001	\$1,029,999	\$1,030,000	2,059,999
DHS Administration	24,523	24,524	49,047
AmeriCorps Stipends	24,524	24,524	49,048
PIC Operations	108,150	108,150	216,300
Participant Supportive Services	75,000	75,000	150,000
Subcontract Training Funds	797,802	797,802	1,595,604

cc: HEC Subcontractors
Bonita Davenport, SHP Grants Manager, DHS
Terry Hill, Coordinator, Mayor's Office on Homelessness
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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MAY 05 1999

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TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: APRIL 19, 1999

FROM: MICHAEL MEE, CHAIRMAN OF THE PLANNING COMMITTEE

RMH Dfmm

SUBJECT: TRANSFER OF THE ADMINISTRATION OF EMPLOYMENT AND TRAINING SERVICES
FROM THE REDEVELOPMENT AGENCY TO THE PRIVATE INDUSTRY COUNCIL

BACKGROUND

On February 22, Mayor Willie L. Brown, Jr. requested the San Francisco Redevelopment Agency Commission to "rely on the Private Industry Council of San Francisco, Inc. (PIC) to administer the Agency's contracts for employment and training services." Subsequently, the PIC staff met with Mr. Jim Morales, Executive Director of the San Francisco Redevelopment Agency, and his staff to discuss specifics about the proposed transfer.

PROGRAM SUBCONTRACTS

There are three programs involved, operated by Ella Hill Hutch Community Center, Mission Hiring Hall/South of Market Employment Center and Young Community Developers, all of whom are experienced and current subcontractors of the PIC. These three agencies have operated the same or similar employment programs with the Redevelopment Agency for approximately ten (10) years.

PROGRAM FUNDS

Under this proposal, the Redevelopment Agency would transfer \$725,000 to the PIC for the program period of July 1, 1999 to June 30, 2000, plus funds for PIC to administer the programs. The source of the funds is San Francisco Tax Increments, collected by the Redevelopment Agency.

RECOMMENDATION

The Planning Committee recommends that the PIC enter into subcontracts with the above three agencies effective July 1, 1999 for the same amounts awarded by the Redevelopment Agency for the same programs without any substantive changes in the respective program designs. The PIC staff will periodically report program outcomes to both the Council and to the Redevelopment Agency Commission.

cc: Jim Morales, Executive Director, San Francisco Redevelopment Agency
PIC Subcontractors
PIC Staff

APPROVED BY THE PRIVATE INDUSTRY COUNCIL ON MAY 11, 1999.

LESLIE L. LUTTGENS, VICE CHAIRWOMAN



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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MAY 05 1999

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TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: APRIL 23, 1999

FROM: JACK FITZPATRICK, REFUGEE COMMITTEE CHAIRMAN

Richard G. JR

SUBJECT: REVIEW OF REFUGEE SERVICE PROVIDERS AND PLANNING FOR FEDERAL FISCAL YEAR (FFY) 1999

On April 23, 1999, the Refugee Committee considered PIC staff's review of subcontractors' performance for the first six months of FFY 1998 and planning issues for FFY 1999 Targeted Assistance (TA) and Refugee Employment Social Services (RESS) formula funding.

PROGRAM PERFORMANCE

Background

The federal Office of Refugee Resettlement (ORR) previously implemented an Annual Performance Plan for all counties operating refugee employment service programs funded with Targeted Assistance (TA) and Refugee Employment Social Services (RESS) funds. These are federal Health and Human Services funds which go to the State, and in turn are allocated to the twelve impacted counties in California.

The Annual Performance Plan includes six performance measures: Entered Employment (full/part time); Cash Assistance Terminations due to Earnings; Cash Assistance Reductions due to Earnings; Average Hourly Wage at Placement; Employment Retention; and Entered Employment with Health Benefits. The ORR has stipulated that its goal is to see continuous improvement in each of these performance measures each year.

The State's Refugee Programs Bureau (RPB) requires that each county receiving these funds assures that its providers achieve at least 65% of their performance outcomes. Progress reports on each provider must be submitted every six months. If analysis indicates that any provider is achieving less than 65% of its goals for that time period, the county must describe in its report the action that will be taken to improve the level of performance.

It is important to review our subcontractors' performance within the context of systemic issues that have affected our overall county performance.

ISSUES

The number of Refugee Cash Assistance (RCA) clients who are mandated to enroll in our refugee funded programs has continued to decrease in San Francisco county. The March 1999 Department of Health Services MEDS File Report indicates that there are only 30 RCA cases. The report also shows that there are only 540 refugees in the country 60 months or less who are receiving Temporary Assistance for Needy Families (TANF). This compares with 80 RCA cases and 745 TANF cases at this time last year. In addition, the number of refugee arrivals continues to drop. In February 1999, only 15 refugees arrived in San Francisco, although 42 were expected. Many of the refugees cannot afford the extremely high housing costs in San Francisco and are settling in the East Bay and elsewhere.

Although all of the clients receiving RCA are mandated to enroll in our refugee-funded programs, the TANF recipients have a choice of programs through CalWORKs, and we have not had many CalWORKs enrollments. DHS staff has agreed to refer TANF clients to our refugee programs, however, disseminating information about our programs to all of the appropriate DHS staff and clients has taken some time. Additionally, we have been told by DHS staff that some refugees are enrolled in vocational training through City College, and many others are already working part time.

PIC and subcontractors' staffs are continuing to do extensive recruitment and dissemination of refugee employment program information. We have participated in "Providers' Showcases" for Personal Assisted Employment Services (PAES) Employment Specialists (ES) working with GA clients and for CalWORKs Employment Specialists working with those receiving TANF. Subcontractor staffs are continuously developing relationships with the DHS Employment Specialists.

INDIVIDUAL SUBCONTRACTOR PERFORMANCE

The PIC funds seven agencies with RESS and TA formula monies. Five of these agencies, Career Resources Development Center (CRDC), Refugee Transitions, Jewish Vocational Service (JVS), Catholic Charities/Refugee Employment Assistance Program (CC/REAP), and Third Baptist Church/African Immigrant and Refugee Resource Center (TBC/AIRRC) operate employment programs. International Institute of San Francisco and Refugee Transitions have programs that provide acculturation and social adjustment services to refugees through RESS funds. The International Rescue Committee serves as our Central Intake Point (CIP) for our refugee services.

JVS is responsible for both Employment Services (ES) and Vocational Training (VT) programs. They actually have three VT programs: Certified Nursing Assistant (CNA), Office Technology and Communication, and Computer Aided Drafting & Design (CAD). CRDC runs a clerical and medical/clerical training program designed to prepare refugees for office work in a medical setting. All of the VT programs include concurrent Vocational English as a Second Language (VESL) training.

Our ES programs are structurally alike. All provide concurrent English Language Training along with job search workshops, counseling, and job readiness training.

Because of our extensive outreach efforts, many of the programs are very close to meeting their enrollment goals and some are even surpassing them at this time. We are at 97% of our March 31 ES enrollment goal, 79% of our VT goal, 50% of our IR goal, and at 138% of our acculturation/social adjustment services enrollment goal. We have enrolled 213 of the year-end planned total of 515 for the formula-funded employment programs.

The Refugee Transitions (RT) ES program is the least known of the ES programs, and as such has fewer enrollments. Most of the other ES programs are doing remarkably well with enrollments, except for the >50 year old components. Both Jewish Vocational Service (JVS) and Catholic Charities' REAP program are behind in enrollments, especially REAP. One reason that has been suggested for this is that as the number of RCA cases goes down, so does the number of older refugees. There still may be older refugees on GA though, and if so, we hope to enroll them in conjunction with the PAES program.

Two of the VT programs, CRDC's clerical program and JVS's Office Technology program have an additional cycle which starts at the end of March or beginning of April. Those enrollment figures are not included.

The IR program got a late start, at least partially due to the fact that it's a new technology to refugee programs and it took time to get the word out about it. REAP staff also had to be trained to broker the IRs. We currently have three brokered contracts with IR vendors and one with an employer for On-the-Job Training. Six clients are enrolled and four more have been identified as potential IR candidates.

International Institute's acculturation program is far exceeding its enrollment goal, and RT is at 81% of its goal. This indicates that there still is a need for acculturation services.

Since we are only half way into the program year, data on other performance standards are sparse.

PLANNING FOR FFY 1999

Background

Last year we made many changes to our program design/County Plan. We expanded our refugee base as much as possible by including in our target pool all refugees in the country five years or less (including those not on aid). We also added more employment/training activities to the County Plan, such as On-the-Job Training (OJT) and Individual Referral (IR) brokering. A Request for Proposals (RFP) was issued to solicit these types of programs. We set aside a pool of funds to be used for paying IR/OJT vendors/employers, and which could also be used to fund other specially designed programs if needed. Our programs were re-designed to include the basic activities and requirements of CalWORKs, and now, the Personal Assisted Employment Services (PAES) program for GA clients.

Current Issues

- * We have been told by DHS staff that many of the refugees in the country 60 months or less who are receiving TANF have part-time jobs. Because of this, the need for employment services (ES) programs and full time vocational training programs may decline.
- * There are also many refugees in the country 60 months or less who are attending vocational training programs at City College.

Recommendation

The Refugee Committee believes that the current design of the program, and the target population and proposed services in the County Plan are sufficient and appropriate for FFY 1999. We have a wide latitude to design and fund programs, only being constrained by the total funding amount. Therefore, we are not recommending any substantial changes to the program design or County Plan, nor are we recommending the issuance of another RFP. As data become available as to the needs of the refugees who have part-time jobs, we will endeavor to design programs to meet those needs.

cc: Refugee Committee
Refugee Proponents
Stephen Saucedo, RPB
Jim Buick, DHS
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

DOCUMENTS DEPT.

MAY 05 1999

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TO: ALL COUNCIL MEMBERS
MAYOR'S STAFF

DATE: MAY 3, 1999

FROM: RAYMOND HOLLAND
BRENDA BROWN

SUBJECT: LOCAL IMPLEMENTATION OF THE *WORKFORCE INVESTMENT ACT* (WIA)

Background:

Attached are copies of the three documents which should be self explanatory.

Since two elements of a State's Unified WIA Plan are the Local Workforce Investment Areas which have been designated within it and the Local WIB which has been certified for each, it should be assumed that, by October of this year, the Local Workforce Investment Area containing the City and County of San Francisco and its Local WIB will be known. In addition, it should be assumed that the five "spot bills" now pending in the State Legislature for the implementation of WIA in California will have been either enacted (either separately or consolidated with each other) or otherwise resolved.

By April 1st of 2000 at the latest, the Local WIB and the Chief Local Elected Official (CLEO) for the City and County of San Francisco (or for a larger area containing the City and County of San Francisco) are required to submit to the Governor a five-year strategic plan for implementing the WIA. Major issues in that local plan to be resolved by that date are the following.

A "Master Partnership Agreement" Between the Local WIB and its Chief Local Elected Official:

While the WIA statute specifies the roles and responsibilities of both the Local WIB and the Chief Local Elected Official and while it does not require them to form any kind of a partnership agreement, the "Interim Final Rules and Regulations" (IFR) published by the U.S. Department of Labor on April 15th of this year do permit such agreements to be developed.

If the Council is certified to be the "Alternate Local WIB" for the City and County of San Francisco, there is no existing Federal or State requirement that its membership bases be modified to reflect those of a new Local WIB that is formed to meet the specific requirements of the WIA statute. Nevertheless, the Local WIB and the CLEO for the Local Workforce Investment Area containing the City and County of San Francisco would apparently have authority to modify the former's membership bases after it has been certified, should they so wish.

It also appears that Local WIBs, regardless of whether they are "alternates" or "newly-formed" bodies, will have to organize and establish "youth councils" to function as "standing committees" of those bodies. It appears that, if the predecessor of an "Alternate Local WIB" has had a "youth committee", such a body could possibly fulfill that new requirement.

It is probable that the Council's Bylaws will need to be reviewed and revised as a result of these actions.

One-Stop Partnership Agreements (or Memoranda of Understanding) Between the Local WIB and each of the Local Workforce Investment Area's "One-Stop Partners":

The WIA statute requires that written agreements between the Local WIB and each of the "One-Stop Partners" in its Local Workforce Investment Area be developed or that a single written agreement between the Local WIB and all of its One-Stop Partners be developed. From the April 15th IFR, it appears that these agreements must include elements of mutual consideration between the parties to them.

While the statute specifies about a dozen "Mandated One-Stop Partners" (the April 15th IFR supplements that list), it also suggests others that should be considered for inclusion and permits other unidentified agencies and programs to be included as "One-Stop Partners" at the discretion of the Local WIB and the CLEO and at the discretion of the Governor, on behalf of the State.

While neither the statute nor the April 15th IFR acknowledges any connection between each of these "One-Stop Partnership Agreements" and the preceding "Master Partnership Agreement", such connections will clearly have to be developed and taken into account.

In addition, since the "One-Stop Systems" specified in the statute require the "co-location of personnel from different One-Stop Partners" at one or more physical locations, issues of supervision, space management, personnel and compensation, and other policies and procedures should be addressed in the "One-Stop Partnership Agreements" as well.

Regardless of whether they are addressed in these agreements, the personnel and compensation policies and procedures of the PIC, Inc. are in desperate need of a review by the Council.

Restructuring the Delivery of Employment and Training Services:

The WIA statute and the April 15th IFR require that employment and training services be provided differently from the way they have been provided until now. The major required differences are in brief:

- there will be a triage of services under which "core services" will be available primarily on a self-service basis to anyone seeking either a job or candidates for job vacancies without regard to eligibility criteria, "intensive services" will be available to those needing assessment or similar services provided by someone other than the individual seeking them (for some of these services, there may be eligibility criteria), and "training services" will be available only for individuals who have been determined eligible and who are seeking employment but lack qualifying characteristics to compete for them successfully;
- "service providers" will be selected from a "single list of eligible providers" maintained by the State based upon demonstrated program performance and nominations from each Local WIB; and
- services and the providers of them will, except for youths, be selected from that "single list of eligible providers" and procured through "Individual Training Accounts" (ITAs or vouchers) by eligible "registrants" (the monetary values of these vouchers and the mechanism for determining them are not yet clear).

Clearly, the resolutions of some of these issues will have an effect on how some of the issues identified previously for the "One-Stop Partnership Agreements" and perhaps even the "Master Partnership Agreement" are resolved.

How Does the Council Want to Begin Addressing These Issues?

Should the current standing committees of the Council (i.e., the Audit, the Evaluation, the Planning, and the Refugee Committees) address each of these major groups of issues (and, if so, which committee should address which issues?) or should *ad hoc* committees of the Council be organized and appointed to address them? Obviously, all of these issues are subject to change.

cc: PIC Staff
All PIC Subcontractors
Irene Martinez, EDD/JTPD

Will Lightbourne, SFDHS
All One-Stop Partners
Lenee Ann Selman, EDD/OSO



• March 31, 1999
REFER TO: 72:KAH:107:le

- Mr. Steve Arcelona, President
Private Industry Council of San Francisco, Inc.
1650 Mission Street, Suite 300
San Francisco, CA 94103-2490

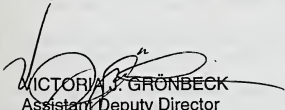
Dear Mr. Arcelona:

The Employment Development Department received your request for information regarding the approximate date or dates for the establishment of a State Workforce Investment Board (SWIB) and related issues concerning the implementation of the Workforce Investment Act (WIA) in California.

The Governor's Budget Summary for Fiscal Year 1999-2000 indicates that the Governor will establish a SWIB but does not provide a specific date as to when it will be established. The Budget Summary does express that the Administration hopes to have a unified state plan developed by October 1999. Because the WIA requires the involvement of the SWIB in the development of the plan, we anticipate the establishment of a functional board would occur sometime before then. Clearly, answers to your other questions are dependent upon establishing the SWIB.

If you have any further questions or need additional information, please contact me at (916) 653-0270.

Sincerely,

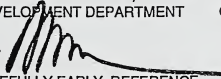

VICTORIA J. GRÖNBECK
Assistant Deputy Director
Workforce Investment Transition Division



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
FACSIMILE COVER SHEET

TO: BILL BURKE, ACTING CHIEF
JOB TRAINING PARTNERSHIP DIVISION, MIC 69
EMPLOYMENT DEVELOPMENT DEPARTMENT

DATE: MARCH 3, 1999
FAX NO.: (916) 654-9586
OFFICE NO.: (916) 654-7110

FROM: STEVE ARCELONA 

SUBJECT: FOR FUTURE, HOPEFULLY EARLY, REFERENCE

The total number of pages in this transmission, including this cover sheet, is 2.

While it appears that the "State Workforce Investment Board" (State WIB) must be established and its members appointed before the Governor can proceed, you should know that, day before yesterday in the attached letter, Mayor Brown asked the Governor:

1. to designate the City and County of San Francisco to be a "Local Workforce Investment Area" under the "automatic criteria" specified in section 116 (a)(2) of the *Workforce Investment Act*; and
2. to certify the Private Industry Council of San Francisco as the "Local Workforce Investment Board" for that "Local Workforce Investment Area" under the "alternate entity criteria" specified in section 117 (i) of that same Act.

With respect to each request, please let us know:

3. by what approximate date the State WIB is expected to be established and a quorum of its members appointed;
4. by what approximate date the State WIB is expected to determine what additional information is necessary for each such request that is submitted, the date by which each such request and all accompanying information must be submitted, and the authorized representative of the State WIB to whom each such request must be submitted unless (as in this case) the request has already been submitted directly to the Governor (if someone other than the Governor, the staff executive of the State Job Training Coordinating Council, or you has already been designated to receive these requests, please let us know who that is);
5. by what approximate date or dates and where does the State WIB intend to hold public hearings to consider each set of requests submitted; and
6. by what approximate date or dates does the State WIB intend to provide the Governor with its recommendations in regard to each set of requests.

Since there is an enormous amount of work that will still need to be accomplished at both the state and the local levels after these designations and certifications have been made, would it be reasonable to assume that the date or dates requested in the sixth item will be not later than the end of this program year (i.e., June 30th)? If not, please let us know what you think would be a more reasonable ultimate date.

In regard to any additional information that might be required from us for either of the Mayor's two requests, can you now tell us what that would be, to whom it should be submitted, and by when?

cc: Craig Martin (Chairman), PIC Staff, Will Lightbourne (SFDHS), Irene Martinez (EDD/JTPD), Dean Smith (SJTCC), and Virginia Hamilton (CWA)

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)



THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
1950

TO THE HONORABLE CHAIRMAN OF THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF CHICAGO

AND TO THE FACULTY OF THE DEPARTMENT OF CHEMISTRY

I have the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the appropriate authorities for their consideration.

I am, Sir, very respectfully,
Yours very truly,
[Signature]

Enclosed for the Board of Trustees are two copies of the report of the Committee on the Proposed Revision of the Constitution of the University of Chicago, which was appointed by the Board in 1948.

The report of the Committee is herewith submitted to the Board of Trustees for their consideration and action. The Committee has the honor to express its appreciation to the Board for the confidence reposed in it and to the Faculty for their cooperation in the work of the Committee.

I am, Sir, very respectfully,
Yours very truly,
[Signature]

Enclosed for the Faculty are two copies of the report of the Committee on the Proposed Revision of the Constitution of the University of Chicago, which was appointed by the Board in 1948.

The report of the Committee is herewith submitted to the Faculty for their consideration and action. The Committee has the honor to express its appreciation to the Board for the confidence reposed in it and to the Faculty for their cooperation in the work of the Committee.

OFFICE OF THE MAYOR
SAN FRANCISCO



WILLIE LEWIS BROWN, JR.

March 1, 1999

The Honorable
Governor Gray Davis
State Capitol
Sacramento, CA 95814

Dear Governor Davis:

Last year the new *Workforce Investment Act* was enacted into law and, in July of next year, it repeals the *Job Training Partnership Act* and incorporates programs authorized under it and other federal legislation.

The new legislation requires you to designate new "Local Workforce Investment Areas" and to certify new "Local Workforce Investment Boards" for purposes of local governance, the development of "One Stop Service Delivery Systems", and the delivery of services through them.

While we are aware of the fact that you must first establish and appoint a new "State Workforce Investment Board" and consult with it before designating "Local Workforce Investment Areas", I am hereby requesting through it:

- that you designate the City and County of San Francisco to be a "Local Workforce Investment Area" under the "automatic criteria" specified in section 116 (a)(2) of the *Workforce Investment Act*; and
- that you certify the Private Industry Council of San Francisco as the "Local Workforce Investment Board" for that "Local Workforce Investment Area" under the "alternate entity criteria" specified in section 117 (i) of that same Act.

If you have any questions about either request, please contact me. If your staff or that of the new "State Workforce Investment Board" need additional information with regard to either request, please have them contact Mr. Steve Arcelona, President of the Private Industry Council of San Francisco, Inc. at (415) 431-8700.

Sincerely,

A handwritten signature in dark ink, appearing to read "Willie L. Brown, Jr.", written over a vertical line.

Willie L. Brown, Jr.
Mayor

cc: Craig K. Martin, PIC
Steve Arcelona, PIC, Inc.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

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MAY 10 1999

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NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, May 7

DATE:	Tuesday, May 11, 1999
TIME:	3:00 - 4:30 P.M.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

Agenda appears on reverse side

Revised May 5, 1999



If you require special accommodation due to a disability, please call Roberta Fazande at 431-8700 or TDD (800) 735-2929 (CRS) at least 72 hours in advance

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

Revised Agenda

PRIVATE INDUSTRY COUNCIL

Meeting of May 11, 1999

1. Public testimony on agenda items * *
2. Adoption of agenda *
3. Approval of minutes
 - a. From the Council's March 9 meeting (materials enclosed) * *filed under minutes*
 - b. From the Council's April 13 meeting (materials enclosed) * *filed under minutes*
4. Vice Chairwoman's report
 - a. Acting Interim PIC President
 - b. Search for new PIC President
5. Forum

School to Career Partnership — Bob Anyon
6. Committee reports
 - a. Jobs For Youth Committee (materials enclosed) — Mark Mosher
 - b. Planning Committee — Michael Mee
 1. Recommendation of initial JTPA budgets for all subcontractors under the proposed PY'99 Modification to the PY'98-'99 Job Training Plan (materials enclosed) *
 2. Recommended FFY'99 modification to San Francisco's FFY'98 Formula Welfare-to-Work plan (materials enclosed) *
 3. Recommended plan for renewing the Homeless Employment Collaborative for its fourth and fifth years (materials enclosed) *
 4. Recommended plan to transfer the administration to certain employment and training programs from the San Francisco Redevelopment Agency to the PIC (materials enclosed) *
 - c. Refugee Committee (materials enclosed) — Linda Davis
7. Interim President's report

Status report on Workforce Investment Act (WIA) implementation (materials enclosed) *
8. Public testimony on non-agenda items * *

* May require action by the Council

** Up to 15 minutes are scheduled for public testimony. The Chairman may set in advance a time limit for the testimony of individuals or organizations.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

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MAY 10 1999

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MEMORANDUM

TO: ALL MEMBERS OF THE COUNCIL
MAYOR WILLIE L. BROWN, JR.

DATE: MAY 5, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: ADDITIONAL PROPOSED MODIFICATION TO SAN FRANCISCO'S FFY'98-01
FORMULA WELFARE-TO-WORK PLAN FOR FFY'99-02 THAT WAS OVERLOOKED

The Welfare-to-Work legislation requires that, of all expenditures accrued for either a Competitive or a Formula Welfare-to-Work Program:

- at least 70% must have been accrued in serving enrolled CalWORKs Recipients who met certain "hardest to serve" eligibility criteria which are specified in the legislation; and
- no more than 30% may have been accrued in serving enrolled CalWORKs Recipients who met eligibility criteria for those who are within the next "hardest to serve" group of CalWORKs Recipients defined locally in San Francisco's FFY'98-01 Welfare-to-Work Plan.

In regard to San Francisco's FFY'98-01 Formula Welfare-to-Work Plan and the proposed modifications to it for FFY'99-02 which the Planning Committee is recommending, PIC Staff recently discovered the following provision of the "Interim Final Rule" for Welfare-to-Work Programs that had been overlooked:

"(The Labor Department is providing private industry councils) flexibility for ... definitions (of 'low basic math and reading skills' and for 'poor work history' in relation to the 70% criterion) for up to 10 percent of participants (in that eligibility group) to recognize individual circumstances, specialized needs, including individuals with disabilities, and local labor market conditions (which cannot be confidently predicted beforehand)."

Since the ratio of CalWORKs Recipients who have been referred to the PIC's CalWORKs Employment and Training, Competitive Welfare-to-Work, and Formula Welfare-to-Work Program is almost a reverse of that which is required for the two Welfare-to-Work Programs (i.e., 30% and 70% instead of 70% and 30%) and since there is now pending in Congress a "technical amendment" to the Welfare-to-Work legislation (in H.R. 1482) which recognizes that the ratio of the eligibility groups specified in the law may not reflect the actual ratio of them nationwide, Staff recommends that the language incorporating the "ten percent window" into the FFY'99-02 Modification to San Francisco's FFY'98-01 Formula Welfare-to-Work Plan also be adopted by the Council and the Mayor to provide greater local flexibility.

Since there are no additional regulatory specifications for the statement that is quoted above either in the "Interim Final Rule", the State's Formula Welfare-to-Work Plan, or in the State's administrative guidelines, it appears that the determination and documentation for the specific circumstances which would apply the "ten percent window" do have to be specified beforehand and that they could be specified, on a case-by-case basis, after the fact.

cc: PIC Staff
Will Lightbourne, SFDHS
Amanda Feinstein, SFDHS



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT of MINUTES

for a meeting
of the Private Industry Council of San Francisco

May 11, 1999

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Members present: Vice Chairwoman Leslie Luttgens, Mr. John Cammidge, Ms. Linda Davis, Ms. Mary Edington, Mr. Gary Fitschen, Ms. Vanessa Johnson, Mr. Frederick Jordan, Mr. Will Lightbourne, Mr. Michael Mee, Mr. Mark Mosher, Mr. Kes Narbutas, Ms. Carol Piasente, Mr. Fairfax Randolph, Mr. Victor Revenko, Ms. Lucy Scarbrough and Mrs. Barbara Thompson

Staff present: Acting Interim President Brenda Brown, Ms. Elizabeth Cano, Ms. Joyce Crum, Mr. Wes Dixon, Mr. Alfredo Fajardo, Ms. Liz Jackson-Simpson, Ms. Daphne Kay, Mr. Jim Kennedy, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Sululagi Palega, Ms. Roshawn Stanley, Mr. Adrian Trujillo, Mr. Da'mon Vann and Ms. Clara Wong

Public present: Ms. Sharon Alford, Ms. Julie Bayley, Mr. Won Kim, Ms. Tiza Peterson, Rev. Ashirvadam Rayikanti and Ms. Zelda Saeli

Vice Chairwoman Leslie Luttgens ran the meeting, with Chairman Craig K. Martin unable to attend. Ms. Brenda Brown sat as Acting Interim President in the absence of Interim President Ray Holland.

The meeting began without a quorum at 3:15 p.m., and non-action items were heard.

Public testimony on agenda items

There was no public testimony on agenda items.

Chairman's report

Mrs. Luttgens noted the deadline for applicants to the vacant PIC President position is May 14.

Mrs. Luttgens encouraged Council members, staff and subcontractors to attend the reception in honor of past President Steve Arcelona on May 20 at the San Francisco Museum of Modern Art.

Forum

Mr. Bob Anyon, Executive Director, San Francisco School-to-Career Partnership, and Ms. Gillian Brown, Pathway Coordinator, School-to-Career Partnership, discussed San Francisco's School-to-Career program.

Committee reports

Jobs For Youth

Mr. Mosher referred members to his May 2 report. Jobs For Youth is engaged in a variety of marketing efforts, he said, including: a 30-minute segment presented on City Watch, a cable TV program; a letter to go out soon to 30,000 San Francisco employers; and the May 18 Gala at City Hall, replacing the Annual Breakfast, which will kick off the summer jobs drive while honoring local companies, including Bechtel Corporation and Wild Planet Toys, for their commitment to youth employment. Jobs For Youth recently received \$72,500 in donations, Mr. Mosher added.

Planning Committee

Referring to his April 19 memorandum, Mr. Mee discussed the Planning Committee's recommendations for Program Year 1999 Job Training Partnership Act Titles IIA, IIC and IIIA. Funds have decreased by 10%, he noted.

A quorum was achieved.

A motion to approve the Committee's recommendations for JTPA Titles IIA, IIC and IIIA was made, seconded and unanimously approved by the Council.

Adoption of the agenda

A motion to adopt the agenda as submitted was made, seconded and approved by the Council.

Approval of minutes

For the Council's March 9 meeting

A motion to approve minutes as submitted for the Council's March 9 meeting was made, seconded and unanimously approved.

For the Council's April 13 meeting

A motion to approve minutes as submitted for the Council's April 13 meeting was made, seconded and unanimously approved.

Committee reports cont.

Planning Committee cont.

Mr. Mee continued with his second April 19 memorandum and the Planning Committee's recommendations for modifying San Francisco's formula Welfare-to-Work plan for Federal Fiscal Years 1999-2002. Additional proposed modifications were included in Mr. Holland's May 5 memorandum, which, Mr. Mee noted, required a correction in the final sentence to read: "...the 'ten percent window' do (not) have to be specified beforehand...."

Mrs. Thompson's motion to adopt the formula Welfare-to-Work plan recommendations was seconded and approved by the Council.

In a third April 19 memorandum, Mr. Mee presented the Planning Committee's Homeless Employment Collaborative plan for years four and five of the program. A motion to approve the recommendations was made, seconded and unanimously approved.

In his April 19 memorandum, Mr. Mee outlined plans to transfer the administration of \$725,000 in employment and training services from the San Francisco Redevelopment Agency to the PIC, as requested by the Mayor. Under the plan, the Redevelopment Agency's current programs would continue in their current form for one year, after which they would be evaluated by PIC, and recommendations made to continue or alter them. Ms. Tiza Peterson, Finance Director of the Redevelopment Agency, noted that, unlike PIC, employment and training programs were not among the Agency's strengths. She said she hoped this would be a long term relationship.

A motion for PIC to administer the Redevelopment Agency's employment and training programs was made, seconded and unanimously approved.

Refugee Committee

As outlined in Mr. Fitzpatrick's April 23 memorandum, Ms. Davis reported on the six-month performance review of Refugee Program services providers and planning for the FFY 1999 program, which is to include no substantial changes.

Interim President's report

SYETP

The Summer Youth Employment and Training Program has begun, Ms. Brown explained, with administration and certification staff on board.

Workforce Investment Act implementation status report

Ms. Brown referred members to Mr. Holland's May 3 memorandum on local implementation of the Workforce Investment Act, which replaces JTPA in July 2000. She noted that staff will soon be presenting recommendations on how PIC should proceed with this significant program change.

Public testimony on non-agenda items

Mr. Jordan asked staff to "take a look" at reasons for the decline in enrollments in the Third Baptist Church/AIRRC's Refugee program.

The meeting was adjourned at 4:20 p.m.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, July 9

DATE:	Tuesday, July 13, 1999
TIME:	3:00 - 4:30 P.M.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

Proposed Agenda appears on reverse side

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

Proposed Agenda

1. Public testimony on agenda items
2. Adoption of agenda *
3. Adoption of minutes from the May 11th meeting (enclosed) *
4. Chairman's report
 - a. Status of the executive search committee's efforts (to be provided by July 13th)
5. Forum

Issues that the Council and others will need to resolve in order to implement the *Workforce Investment Act* in the City and County of San Francisco by July 1st of 2000 (enclosed) *
6. Committee reports
 - a. Planning Committee Reports
 - i. Recommendations for the Construction Careers Advancement Program (CCAP) Component of San Francisco's Competitive Welfare-to-Work Plan (enclosed) *
 - ii. Recommended Criteria for evaluating responses to a Request For Proposals (RFP) for San Francisco's CalWORKs-PAES (Personal Assisted Employment Services) and Formula Welfare-to-Work Plans (enclosed) *
 - b. Refugee Staff Reports (because no quorum of the Refugee Committee reviewed these recommendations, the Council may want to suspend its rules and meet as a "committee of the whole") *
 - i. Staff recommendations for the FFY 1999 County Plan Goals (enclosed) *
 - ii. Staff recommendations for the initial FFY 1999 Subcontractors (enclosed) *
 - iii. Report on San Francisco's response in regard to special Refugee Employment Social Services funds that have been set aside (to be provided by July 13th)
 - c. Jobs For Youth Committee Report (enclosed)
7. Staff Reports
 - a. Grant to conduct survey on local job vacancies (enclosed) *
 - b. Governor's actions to implement the *Workforce Investment Act* (to be provided by July 13th)
 - c. Status of each of the three One Stop San Francisco subgrants (enclosed)
 - d. Snapshot of changes in revenues of the PIC over the most recent three program years (to be provided by July 13th)
8. Interim President's report (to be provided by July 13th)
9. Public testimony of issues not on the agenda
10. Adjournment *

* May require Council action



JUL 06 1999

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of San Francisco, Inc.

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MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR'S STAFF

DATE: JULY 2, 1999

FROM: RAYMOND HOLLAND, INTERIM PRESIDENT

SUBJECT: LOCAL IMPLEMENTATION OF THE FEDERAL WORKFORCE INVESTMENT ACT

Background:

Since three basic elements of each State Workforce Investment Plan that is required by the federal *Workforce Investment Act* are the creation of a State Workforce Investment Board (State WIB), the Governor's designations of Local Workforce Investment Areas within the State, and the creation and certification of a Local Workforce Investment Board (Local WIB) for each such area, it should be assumed that, by October of this year, the City and County of San Francisco will have been designated to be a Local Workforce Investment Area and the PIC has been certified as its "Alternate Local WIB" (i.e., as Mayor Brown requested on March 1st of this year). In addition, it should be assumed that the nine or more "spot bills" now pending in the State Legislature for implementing that federal legislation in California will have been either enacted (either separately or consolidated with one another) or otherwise resolved.

By April 1st of 2000, Local WIBs and their Chief Local Elected Officials (CLEOs) are required to submit five-year strategic plans to the State for implementing that federal legislation in their Local Workforce Investment Areas. Major issues in that local plan for the City and County of San Francisco which will need to be resolved by that date are the following.

A "Master Partnership Agreement" Between the Local WIB and its Chief Local Elected Official:

While the federal legislation specifies the roles and responsibilities of both the Local WIB and the CLEO and while it does not require them to form any kind of a partnership agreement, the "Interim Final Rules and Regulations" (IFR) published by the U.S. Department of Labor on April 15th of this year do permit such agreements to be developed and some of the proposed State legislation would require them to be developed.

If the Council is certified to be the Local WIB for the City and County of San Francisco, there is no existing Federal or State requirement that its membership be modified to reflect the membership requirements of a newly-created Local WIB. Nevertheless, the PIC and the Mayor would apparently have the authority to modify the former's membership after it has been certified, should they so wish.

It also appears that Local WIBs, regardless of whether they are "grandfathered in as alternate entities" or "newly-formed", will have to organize and establish "youth councils" to function as "standing committees" of those bodies. It appears that, if the predecessor of an "Alternate Local WIB" has had a "youth committee" (e.g., the Council's Jobs For Youth Committee), such a body could, with perhaps some alterations in its membership, fulfill the new requirements for such a council.

It is also probable that the Council's Bylaws will need to be reviewed and revised as a result of these and of other actions.

One-Stop Partnership Agreements (or Memoranda of Understanding) Between the Local WIB and the Local Workforce Investment Area's "One-Stop Partners":

The federal legislation requires that a written agreement or agreements (or a "memorandum or memoranda of understanding") between the Local WIB and each or all of the "One-Stop Partners" in its Local Workforce Investment Area be developed. From the April 15th IFR, it appears that these agreements must include elements of mutual consideration between all parties to them.

While the Statute specifies about a dozen "Required One-Stop Partners" (the April 15th IFR supplements that list), it also suggests others that should be considered for inclusion and permits other unidentified agencies and programs to be included as "One-Stop Partners" at the discretion of the Local WIB and the Chief Local Elected Official (i.e., the CLEO or the Mayor) or at the discretion of the State.

While neither the statute nor the April 15th IFR acknowledges any connection between each of these "One-Stop Partnership Agreements" and the preceding "Master Partnership Agreement", such connections should clearly be developed and taken into account.

In addition, since the "One-Stop Systems" specified in the statute require the "co-location of personnel from different One-Stop Partners" at one or more physical locations, issues of supervision, space management, personnel and compensation, and other policies and procedures should be addressed in the "One-Stop Partnership Agreements" as well.

Regardless of whether they are addressed in these agreements, the personnel and compensation policies and procedures of the PIC, Inc. are in desperate need of being reviewed by the Council.

Restructuring the Delivery of Employment and Training Services:

The Statute and the April 15th IFR require that employment and training services be provided differently from the way they have been provided until now. The major required differences are briefly:

- there will be a triage of services under which:
 - "core services" will be available primarily on a self-service basis to anyone seeking a job or skilled labor without regard to any eligibility criteria for the seeker;
 - "intensive services" will be available to those needing assessment or similar services provided by someone other than the individual seeking them (for some of these services, there may be eligibility criteria); and
 - "training services" will be available only for individuals who have been determined eligible and who are seeking employment but lack qualifications to compete for them successfully;
- "service providers" will be selected from a "single list of eligible providers" maintained by the State based upon demonstrated program performance and nominations from each Local WIB; and
- services and the providers of them will, except for youths, be selected from that "single list of eligible providers" and procured through "Individual Training Accounts" (ITAs or vouchers) by "eligible registrants" (neither the monetary values of these vouchers nor the mechanism for determining them is specified yet).

Clearly, the resolutions of these issues will affect some of the issues identified previously for the "One-Stop Partnership Agreements" and perhaps even for the "Master Partnership Agreement".

How Does the Council Wish to Address These Issues?

Should the current standing committees of the Council (i.e., the Audit, the Evaluation, the Planning, and the Refugee Committees) address each of these major groups of issues (and, if so, which committee should address which set of issues?) or should new *ad hoc* committees of the Council be organized and appointed to address them?

cc: PIC Staff
 All PIC Subcontractors
 Lenée Ann Selman, EDD/OSO

Will Lightbourne, SFDHS
 All One-Stop Partners
 Danna Owens, EDD/OSO



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MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: JUNE 21, 1999

FROM: MICHAEL MEE, CHAIRMAN, PLANNING COMMITTEE

Michael Mee

SUBJECT: RECOMMENDATIONS FOR THE CONSTRUCTION CAREERS ADVANCEMENT PROGRAM (CCAP) COMPONENT OF SAN FRANCISCO'S COMPETITIVE WELFARE-TO-WORK (WTW) GRANT

In July of 1998, the U.S. Department of Labor awarded one of the first Competitive Welfare-to-Work Grants in the nation to San Francisco. That grant contained three components, two of which (i.e., the Job Readiness and the Community Jobs Initiative Components) have already been implemented through PIC Subcontractors and program operators identified in the Grant Agreement.

The third component (i.e., the Construction Careers Advancement Program) in the Grant specified that, in collaboration with the San Francisco Department of Human Services (SFDHS) and the Building and Construction Trades Council, the PIC would refine the comprehensive training program design for CalWORKs Recipients in the building and construction trades and conduct a competitive procurement of subcontracts for the provision of those services between the dates of their executions and December 31st of 2000 (or, possibly, June 30th of 2001, if the Labor Department were to agree to a "no cost modification" of the grant extending its end date accordingly).

On April 9th of this year, a Request For Proposals was issued for a total of up to \$638,612 in subcontracts to provide such training services. Of this total amount, \$100,000 would be San Francisco General Funds provided under the separate CalWORKs-PAES Employment Services Contract between the SFDHS and the PIC to ensure that some CalWORKs Recipients or Non Custodial Parents who do not meet the strict federal eligibility criteria specified for the WTW Programs could also be served in this component. By April 30th, the deadline specified in the RFP, two proposals had been submitted.

Proposals were submitted by:

- Asian Neighborhood Design (AND) for a \$316,430 program with eight other community based organizations to serve 62 CalWORKs Recipients who also meet federal Welfare-to-Work eligibility criteria; and
- Charity Cultural Services Center (CCSC) for a \$50,000 program to serve 20 low-income and unemployed Chinese newcomers with Limited English skills who are CalWORKs Recipients meeting federal Welfare-to-Work eligibility criteria.

As a result of the reviews of each proposal by a task force (representing the staffs of the PIC, of the SFDHS, and of the San Francisco Conservation Corps), of the recommendations of the PIC Staff, and a review and public hearing of both by the Committee, the Committee is recommending that both proposals be selected and financed at the budgets proposed.

Since the sum of those two subcontract budgets would be only \$366,430, the Committee is recommending that, subject to whatever agreement representatives of the PIC can achieve with representatives of the U.S. Department of Labor, the remaining \$272,182 in available funds be used:

1. for union membership dues of program participants and tools if financing is not otherwise provided from other sources;
2. for additional "wrap-around services" for CalWORKs Recipients and Non Custodial Parents participating in the related Construction Orientation Program (COP) now being operated by Visitacion Valley Jobs, Education, and Training (VVJET) and by Young Community Developers (YCD) under subcontracts with the PIC and financing from the San Francisco Unified School District's Regional Occupational Program (ROP) as well as from the CalWORKs-PAES Employment Services Contract funds;
3. for reversion of some or all of the \$100,000 of the local funds to the CalWORKs-PAES Employment Services Contract for other kinds of services to other CalWORKs Recipients and Non Custodial Parents;
4. for reversion of some or all of the \$172,182 of the federal funds to the Competitive MW Grant for either:
 - a. other kinds of services to other eligible CalWORKs Recipients and Non Custodial Parents; or
 - b. for return to the U.S. Treasury unused.

Please contact the PIC Staff if there are any questions prior to the July 13th meeting.

cc: PIC Staff
Will Lightbourne and SFDHS Staff
Proponent's Representatives (with detailed recommendations for the proposal of each)
Larry Fleming, VVJET
Dwayne Jones, YCD
Ann Cochrane, SFCC
Lorraine Claassen, GOTR, U.S. Department of Labor



(Item No. 6.a.ii. on the July 13th Agenda)

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: JUNE 21, 1999

FROM: MICHAEL MEE, CHAIRMAN, PLANNING COMMITTEE

Michael Mee

SUBJECT: RECOMMENDED DESIGN OF AND CRITERIA FOR EVALUATING RESPONSES TO A
REQUEST FOR PROPOSALS (RFP) FOR PROGRAMS UNDER SAN FRANCISCO'S
CALWORKS-PAES AND FORMULA WELFARE-TO-WORK PLANS

Background:

When the federal "welfare reform" legislation was enacted three years ago, it directed the U.S. Department of Health and Human Services (DHHS), the California Department of Social Services (CDSS), and the San Francisco Department of Human Services (SFDHS) to alter the way in which public assistance benefits were provided for families. Among its more significant changes, the law set specific limits on how long one could receive Temporary Assistance for Needy Families (TANF) benefits during one's lifetime. Those limits were further adjusted in California's implementing "CalWORKs" legislation. While both laws provide modest authority for states and local welfare departments to help recipients enter and compete in the job market before exhausting their lifetime benefits, no specific resources were set aside for that purpose in either set of legislation in the beginning.

Two years ago, federal "welfare-to-work" legislation was enacted as an amendment to the "welfare reform" legislation. It provided specific additional resources to move certain recipients from "welfare to work" within the first few years of "welfare reform's" implementation and it directed the U.S. Department of Labor (DOL), the California Employment Development Department (EDD), and the Private Industry Council of San Francisco to collaborate with their counterparts at each level to ensure that as many recipients as possible were moved into self sufficiency before the first time limits on reciprocity took effect.

As a result, during the last two years the Private Industry Council of San Francisco and the PIC, Inc. have gradually assumed additional policy and administrative responsibilities under different streams of federal, state, and local funding, many are intended to assist recipients of various kinds of public assistance benefits to enter and compete effectively in the job market. Please refer to the attached table.

While overall policies for all of these different streams of funding are still relatively consistent with one another at each of the three levels, the administrative requirements and language for each of them initially differed greatly because they represented two or more institutional cultures. Every stream of funding carried its own peculiar eligibility, accounting, reporting, contracting, and performance requirements and basic communication was more complex that it needed to be.

During these past two years, a great deal of effort has been devoted at the federal, state, and, mainly, local levels to weeding out these unnecessary complexities and, where possible, consolidating and simplifying similar or related programs and terminology.

Next Step -- a Single Procurement of Subcontracts for Two of these Three Programs:

As a result of this collaboration between representatives of PIC and SFDHS Staffs, the Committee is proposing that the PIC issue a single Request For Proposed Subcontracts under:

- the CalWORKs-PAES Employment Services Plan authorized under a contract executed by the PIC and the SFDHS in April of last year and financed primarily, but no longer exclusively, with San Francisco General Funds (PAES means "Personal Assisted Employment Services" --- they relate to the locally funded General Assistance Program for single adults); and
- the Formula Welfare-to-Work Program authorized under a subgrant agreement executed by the PIC and the State's EDD in October of last year and financed exclusively with federal WWV funds.

Council approval is being sought for the criteria that would be used to select subcontracts from among the responses to this RFP.

Training and Services that would be Authorized in this RFP:

While the federal eligibility criteria (i.e., at least 70% of all Formula WWV funds expended must have been expended on CalWORKs Recipients who meet specified "hardest-to-serve" criteria and no more than 30% of those same funds may be spent on another "hard-to-serve" group of CalWORKs recipients) and the federally specified "Work First" program design will apply to all subcontracts financed with Formula WWV Funds, other less stringent eligibility criteria (e.g., the simple receipt of either CalWORKs or PAES benefits would suffice) and program designs other than just "Work First" could be financed under the CalWORKs-PAES Contract.

Proponents will be required to incorporate any one or more of the following possible services in their proposed program designs:

1. Post-Employment Services (for those recipients who are already employed in a subsidized or unsubsidized job):
 - a. Coaching/mentoring
 - b. Basic skills enhancement
 - c. Occupational Skills training
 - d. English as a Second Language
2. Pre-Employment Services (for those who are not yet employed):
 - a. Coaching/mentoring
 - b. Basic skills enhancement
 - c. Occupational Skills training
 - d. English as a Second Language
3. Job Retention Services
4. On-the-Job Training
5. Wage Subsidy
6. Work Experience
7. Job Placement Services

Proposed Criteria for Evaluating and Selecting Proposals:

1. Organizational History.....	14 points
a) The organization's experience with employment and training program(s).	
b) Previous performance with CalWORKs and/or PAES populations.	
c) The organization's existing linkages to the target group.	
2. Target Population.....	10 points
a) Strategy for serving CalWORKs or PAES participants or both.	
b) Understanding of the needs and characteristics of the target population within PAES and/or CalWORKs.	
3. Participant Outreach/Recruitment.....	5 points
a) Strategy for identifying and recruiting the target population.	
4. Assessment and Orientation.....	5 points
a) Entry requirements for your program (English proficiency, math and reading levels, etc.)	
b) Methods and tools you will use to determine program eligibility.	
5. Program Design and Content.....	40 points
a) Projected feasibility of the proposed program, including each program component, its content and service strategies.	
b) Relevance of the training curricula	
c) Appropriateness of the hours per week and duration of each program component, and the entire program as a whole..	
6. Link to Employment Opportunities	10 points
a) Evidence of demand for jobs in the identified industries for which training is being provided	
b) Evidence of employer commitment to hire program graduates.	
c) Activities participants will undertake during the job search component of the program	
d) Evidence of career ladders for program participants	
7. Program Price and Scale.....	8 points
a) Propose a per person Fixed Unit Price to provide services resulting in placement or measurable advancement in an unsubsidized job.	
b) Minimum and maximum number of participants who could be served by your organization at the proposed price.	
c) Budget for wage subsidies.	
d) Budget for job retention services, and the minimum and maximum number of individuals who could be served under this budget.	
8. Leveraging.....	8 points
a) Other funds leveraged to augment the proposed program	
b) Other non-CalWORKs or PAES target groups who might be served in the proposed program.	
Maximum possible score	100 points

The Committee is requesting Council approvals of the general program outlined above and of the proposal evaluation criteria.

The Committee also examined various kinds of CalWORKs-PAES performance data that will be made available to it for evaluating proposals under the first set of criteria and, in anticipation of the greater diversity of funding streams under the *Workforce Investment Act*, noted some of the differences between those data and data that have been and will be made available for evaluating performance in the Homeless Employment Collaborative Program, the different *Job Training Partnership Act* programs, and the different Refugee Programs.

If you have questions prior to the Council's July 13th meeting, please contact the PIC Staff.

cc: Members, Planning Committee
PIC Staff
PIC Subcontractors (except JTPA IIB)
Will Lightbourne, Amanda Feinstein, SFDHS
Steve Bingham, SFNLA
Linda Beattie, EDD/JTPD

Attachment

SUMMARY OF WELFARE REFORM AUTHORITIES

POLICY AUTHORITIES

Program	Federal	State	Local	
CalWORKs California Work Opportunity and Responsibility to Kids	President, Congress PRWORA (see footnotes)	Governor, State Legislature Welfare & Institutions Code, State Plan	Mayor, Board of Supervisors, Human Services Commission City/County Plan	
Welfare-to-Work	President, Congress BBA (see footnotes)	Governor, State Legislature Enabling law, State Plan	Mayor, Board of Supervisors, Human Services Commission City/County Plan	Mayor, Private Industry Council City/County Plan
General Assistance		Governor, State Legislature Enabling law	Mayor, Board of Supervisors, Human Services Commission Ordinance	

Footnotes:

PRWORA (Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Aug. 1996)

BBA (Balanced Budget Act of 1997, Aug. 1997, amended PRWORA)

ADMINISTRATIVE AUTHORITIES

Program	Federal	State	Local	
CalWORKs	U.S. Dept. of Health & Human Services (DHHS) (Appropriation)	CA Dept. of Social Services (CDSS) (Allotment)	San Francisco Dept. of Human Services (SFDHS) City/County Plan	PIC, Inc. (SFDHS-PIC Contract)
Welfare-to-Work	U.S. Dept. of Labor (DOL) (Appropriation)	CA Employment Development Dept. (EDD) (Formula Allotment)		PIC, Inc. (Formula Allocation and Plan)
Welfare-to-Work	U.S. Dept. of Labor (DOL) (Appropriation)			PIC, Inc. (Competitive Grant)
PAES Personal Assisted Employment Services			San Francisco Dept. of Human Services (SFDHS) City/County Plan	PIC, Inc. (SFDHS-PIC Contract)

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, Jr.

DATE: JUNE 25, 1999

FROM: JACK FITZPATRICK, REFUGEE COMMITTEE CHAIRMAN

SUBJECT: PIC STAFF RECOMMENDATIONS FOR FEDERAL FISCAL YEAR (FFY) 1999
REFUGEE COUNTY PLAN GOALS

Five members of the Refugee Committee met on June 25, 1999 to consider the following staff recommendations for FFY 1999 County Plan goals. Unfortunately, a quorum was not reached at that meeting, and consequently I am forwarding the staff recommendations to the Council and asking that it act as a committee of the whole to consider them.

At the April 23, 1999 Refugee Committee meeting, PIC staff reported that we had received notification of preliminary Targeted Assistance (TA) funds, but had not yet received information on Refugee Employment Social Services (RESS) funds. On May 3, 1999, we received notice of the proposed RESS allocation. The table below includes those funds.

	1998 Preliminary	1998 Final	1999 Preliminary	1999 Final
TA	\$807,220	\$806,364	\$869,075	?
RESS	\$359,273	\$609,829	\$300,937	?
TOTAL	\$1,166,493	\$1,416,193	\$1,170,012	?

Also at the April 23rd meeting, the committee approved staff's recommendation to make no substantial changes to the refugee program design or County Plan. The goals, however, need to be revised to reflect the proposed funding.

Attachment 1 contains proposed FFY 1999 goals, State-approved FFY 1998 goals, FFY 1998 performance to date (May 31, 1999), and FFY 1997 (October 1, 1997 - September 30, 1998) performance. The proposed FFY 1999 enrollment goal of 380 matches the service level proposed by the agencies recommended for funding. The remaining goals are estimates based upon historical data of whom we have served and their outcomes. We have raised our goals in two areas: Entered Employment (raised from 52% to 55%) and average wage (from \$7.50 to \$8.00). We have adjusted the ratio of aid reductions and terminations to more closely reflect full-time and part-time employment entries.

The County Plan and goals will have to be revised when we receive final notices of funding and when we are able to determine the amount of carry forward funds. We will make additional recommendations to the committee at that time.

Attachment

cc: Refugee Proponents
Stephen Saucedo, CDSS
DHS Staff
PIC Staff

FFY 1999 PROPOSED COUNTY PLAN GOALS

	FFY 1999 PROPOSED GOALS	FFY 1998 GOALS	FFY 1998* PERFORMANCE	FFY 1997 PERFORMANCE
ENROLLMENTS	380	570	269	392
EMPLOYMENT ENTRIES				
FULL TIME	55%	52%	40%	58%
PART TIME	60%	60%	51%	62%
	40%	40%	49%	38%
90 DAY RETENTION	75%	75%	31%	76%
AID REDUCTIONS	40%	19%	22%	18%
AID TERMINATIONS	60%	79%	21%	55%
AVERAGE WAGE	\$8.00	\$7.50	\$8.71	\$8.06
HEALTH BENEFITS**	50%	50%	43%	52%
TOTAL FUNDS FOR EMPLOYMENT SERVICES	\$785,329	\$1,220,494	\$462,247	\$839,581
COST PER PLACEMENT	\$3,758	\$4,151	\$4,280	\$3,666

*FFY 1998 PERFORMANCE is through May 31, 1999 and does not include the Survivors International discretionary project.

**Health Benefits Goal represents percentage of full time jobs with health benefits.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, Jr.

DATE: JUNE 25, 1999

FROM: JACK FITZPATRICK, REFUGEE COMMITTEE CHAIRMAN

Richard G. JP

SUBJECT: PIC STAFF RECOMMENDATIONS FOR FEDERAL FISCAL YEAR 1999 REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FORMULA FUNDS

Five members of the Refugee Committee met on June 25, 1999 to consider the following staff recommendations for FFY 1999 subcontractor funding. Unfortunately, a quorum was not reached at that meeting, and consequently I am forwarding the staff recommendations to the Council and asking that it act as a committee of the whole to consider them.

The 1999 Preliminary funds available (see below) are approximately \$5,000 more than what we started with this past fiscal year. Attachment 1 shows the proponents, activities, total amount of funds requested by them, initial funding recommendations this past year, current subcontractor funding, and staff recommendations for program funding for October 1, 1999.

	1998 Preliminary	1998 Final	1999 Preliminary	1999 Final
TA	\$807,220	\$806,364	\$869,075	?
RESS	\$359,273	\$609,829	\$300,937	?
TOTAL	\$1,166,493	\$1,416,193	\$1,170,012	?

The "Initial FFY 1998 Funding" column total in the attached table does not match the 1998 Preliminary total above because between receipt of the 1998 Preliminary figure and the recommended "Initial FFY 1998 Funding", we received Final TA allocation figures that were less than the preliminary ones. Also, the above "1998 Final" total does not include FFY 1997 carry forward funds as the attached table's "Current FFY 1998 Funding" total does.

As you can see, we are recommending subcontractor funding which is identical to initial funding this past fiscal year, with the exception of CES. We are also recommending that the IR set aside be increased to a more realistic amount. In FFY 1998, the amount initially set aside (\$52,500) represented only \$3,500 per person and many training vendors charge much more than that. Currently, our IR program is averaging \$4,763. The recommendations include \$5,377 set aside per person for IRs.

The second attachment contains the latest subcontractor performance statistics as of May 31, 1999, and summary data from last fiscal year, October 1, 1997 – September 30, 1998.

The tables are arranged by funding source (RESS/TA) and grouped by activity (ES/ VT/IR). Table 3 shows a comparison of the ES/VT/IR activities. We are at 91% of our May 31 ES enrollment goal (down from 97% in March), 77% of our VT goal (down from 79% in March), 87% of our IR goal (up from 50% in March), and at 136% of our acculturation/social adjustment services enrollment goal (down from 138% in March).

Employment Services (ES) Programs

Jewish Vocational Service (JVS) and Catholic Charities/ REAP operate ES programs with two components: one for those under 50 years of age, and one designed for those 50 and older. Both agencies' <50 components are doing very well, and JVS's >50 component is at 86% of its enrollment goal, but REAP's >50 component is at only 20% of its enrollment goal. Staff are recommending the continuation of JVS's >50 component, but are not

recommending the continuation of REAP's >50 component. Staff suggest that REAP use the recommended funds to operate an ES program for refugees, regardless of age.

The Refugee Transitions (RT) ES program has increased its enrollments to 64% of goal, whereas, at the end of March, it was only at 52% of goal. In addition, placements went from 29% of goal in March to 55% at the end of May. Since this is RT's first year operating an ES program, staff recommend continuing its funding, with the expectation that as the refugee community becomes increasingly aware of the program, it will be successful in reaching its goals.

The Third Baptist Church/African Immigrant & Refugee Resource Center's (TBC/AIRRC) ES program has exceeded its enrollment goal, and is at 71% of its placements (down from 100% in March). Staff are concerned that it has not reported any placements in the last two months. In addition, it continues to have unresolved fiscal audit issues. Staff strongly suggest that TBC/AIRRC avail itself of the free technical assistance available through the State Refugee Programs Branch. Staff's recommendation for funding is made with the proviso that all audit issues be resolved by the beginning of the program year, October 1, 1999.

Vocational Training (VT) Programs

All three JVS VT programs are doing very well with enrollments and placements. Staff recommend continued funding for all of them.

CRDC has had trouble enrolling refugees for its last program cycle. Because of that, it is incorporating an abbreviated night class and has approximately six additional applicants so far. Staff recommend continued funding for this program at the initial FFY 1998 level, however, due to the program's recent enrollment shortage, staff do not envision recommending subsequent increased funding.

Individual Referral (IR) Program

The IR program has increased its enrollments from 50% of goal in March, to 87% of goal at the end of May. All of the clients still are in training, hence there are no placements as of yet. Staff recommend continued funding for this program to broker both classroom and on-the-job training if needed.

Acculturation/Social Adjustment Services (A/SAS) Programs

International Institute's acculturation program is still far exceeding its enrollment goal, and RT is at 88% of its goal, up from 81% at the end of March. Staff feel there is a continued need for A/SAS programs, and recommend continued funding.

Other Considerations

The CalWORKs "hours of participation" requirement increases from 26 to 32 hours per week for an adult recipient in a one-parent assistance unit on July 1, 1999. It will be beneficial to all of our programs when recruiting if they offer 32 hours of services per week. Currently, most offer less than 32 hours per week. If our subcontractors increase their programs' hours and enhance their services, there may be higher costs associated with this externally imposed CalWORKs requirement. If they do not, they may not be able to recruit a sufficient number of clients to meet their goals. If San Francisco's costs per placement go up and the number of refugees we plan to serve goes down, we may have an extremely hard time getting our Refugee County Plan approved by the State Refugee Programs Branch (RPB) and the federal Office of Refugee Resettlement (ORR).

We are anticipating some carry forward funds from FFY 1998; however, it is too early to tell how much there will be. If subcontractors submit their invoices on time at the end of the year and do not request any last minute contract budget modifications, we should be able to determine the carry forward amount in October.

Attachments

cc: Refugee Proponents
Stephen Saucedo, CDSS
DHS Staff
PIC Staff

PRIVATE INDUSTRY COUNCIL STAFF REFUGEE FUNDING RECOMMENDATIONS

	Proponent	Activity	Amount Requested	Initial FFY 1998 Funding	Current FFY 1998 Funding	Initial FFY 1999 Recom. Funding	Recom.		Place. Rate
							Svc.	Plc.	
#01	International Rescue Committee	CIP	\$133,512	\$119,886	\$133,512	\$119,886	NA	NA	NA
#02	Catholic Charities/REAP	ES	\$336,000	\$170,123	\$170,123	\$170,123	122	79	65%
		IR	\$15,000	\$22,500	\$22,500	\$22,500	15	10	67%
#03	Refugee Transitions	A/SAS	\$27,637	\$23,712	\$26,347	\$23,712	NA	NA	NA
#04	Refugee Transitions	ES	\$42,428	\$37,910	\$37,910	\$37,910	31	21	68%
#05	TBC-African Imm. & Refugee Res. Center	ES	\$64,140	\$32,711	\$32,711	\$32,711	15	12	80%
#06	International Institute of San Francisco	A/SAS	\$64,694	\$35,583	\$39,537	\$35,583	NA	NA	NA
#07	Career Resources Development Center	ES	\$96,061	\$0	\$0	\$0	NA	NA	NA
#08	Career Resources Development Center	VT	\$114,400	\$85,800	\$114,400	\$85,800	39	35	90%
#09	Community Educational Services	ES	\$40,228	\$24,439	\$0	\$0	NA	NA	NA
#10	Jewish Vocational Service	ES	\$331,647	\$212,453	\$212,453	\$212,453	106	69	65%
#11	Jewish Vocational Service	VT-CAD	\$70,989	\$70,989	\$70,989	\$70,989	27	21	78%
		VT-CNA	\$13,206	\$13,206	\$13,206	\$13,206	5	4	80%
		VT-OTC	\$88,469	\$58,980	\$88,469	\$58,980	20	16	80%
	Subtotal		\$1,438,411	\$908,292	\$962,157	\$883,853	380	267	70%
	IR Set Aside			\$52,500	\$285,149	\$80,657			
	Transportation/Childcare			\$30,000	\$30,000	\$30,000			
	Total			\$990,792	\$1,277,306	\$994,510			
	PIC Administration			\$174,845	\$232,739	\$175,502			
	Grand Total			\$1,165,637	\$1,510,045	\$1,170,012			

A/SAS Acculturation/Social Adjustment Services

CIP Central Intake Point

ES Employment Services

VT Vocational Training

IR Individual Referral/OJT



PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
 REFUGEE TARGETED ASSISTANCE PROGRAM 98 (TA)
 SUBCONTRACTOR PERFORMANCE SUMMARY
 FOR THE PERIOD: OCTOBER 1, 1998 TO MAY 31, 1999

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT*	PLAN	%	ACT	PLAN**	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
147G952P7 REAP-ES/ELT	56	41	137%	26	17	153%	9	26	35%	11	13	85%	6	3	200%	8	14	57%	\$7.42
147G952P7 REAP-ES/ELTO	8	41	20%	2	14	14%	0	26	0%	0	10	0%	0	2	0%	1	12	8%	\$5.88
168G952P7 JVS-ES/ELT	52	44	118%	36	32	113%	19	19	100%	15	12	125%	9	6	150%	3	10	30%	\$9.03
168G952P7 JVS-ES/ELTO	19	22	86%	6	10	60%	0	4	0%	2	2	100%	1	2	50%	1	2	0%	\$7.13
263G952P7 RT-ES/ELT	16	25	64%	6	11	55%	1	10	10%	2	4	50%	0	3	0%	4	9	44%	\$8.63
160G952P7 TBC-ES/ELT	17	12	142%	5	7	71%	2	6	33%	2	4	50%	0	1	0%	1	2	50%	\$6.50
TOTAL (ES)	168	185	91%	81	91	89%	31	91	34%	32	45	71%	16	17	94%	18	49	37%	\$8.11

168G952H71 JVS-VT/CAD	27	27	100%	6	1	600%	4	12	33%	0	0	NA	0	0	NA	0	0	NA	\$14.74
168G952H72 JVS-VT/CNA	6	5	120%	2	0	∞	0	2	0%	0	0	NA	0	0	NA	0	0	NA	\$8.50
TOTAL (VT)	33	32	103%	8	1	800%	4	14	29%	0	0	NA	0	0	NA	0	0	NA	\$13.18

TITLE TOTAL	201	217	93%	89	92	97%	35	105	33%	32	45	71%	16	17	94%	18	49	37%	\$8.56
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*Employment Entry: Full Time 43 Part Time 46

** 12 MONTH PLAN

TABLE 2

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE EMPLOYMENT SOCIAL SERVICES PROGRAM 98 (RESS)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1998 TO MAY 31, 1999

COMP ACRONYM	TOTAL SERVED		EMPLOYMENT ENTRY		EMP. ENTRY WITH HEALTH BENEFIT		90 DAY EMP. RETENTION		CASH REDUCTION		CASH TERMINATION		HOURLY WAGE	
	ACT	PLAN	ACT*	PLAN	ACT	PLAN**	ACT	PLAN	ACT	PLAN	ACT	PLAN		
111G951H7 CRDC-VT/VESL	30	52	11	15	73%	4	25	16%	1	9	11%	0	12	\$8.86
168G951H7 JVS-VT/OTC	25	30	8	2	400%	2	8	25%	0	0	NA	0	0	\$10.06
TOTAL (VT)	55	82	19	17	112%	6	33	18%	1	9	11%	0	12	\$9.37

147G951G7 REAP-IR/OJT	13	15	87%	0	5	0%	0	10	0%	0	0	NA	0	5	0%	NA
TOTAL (IR/OJT)	13	15	87%	0	5	0%	0	10	0%	0	0	NA	0	5	0%	NA

TOTAL VT & IR/OJT	68	97	70%	19	22	86%	6	43	14%	1	9	11%	3	2	150%	0	17	0%	\$9.37
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245G951S7 IISF-A/SAS	173	103	168%	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
263G951S7 RT-A-SAS	59	67	88%	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
TOTAL A/SAS	232	170	136%	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA

* Employment Entry Full Time

12 Part Time

7

** 12 MONTH AVERAGE

RESS 98

TABLE 3
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
FFY 1998 REFUGEE
ES, IR, VT PROGRAM COMPARISON
FOR THE PERIOD OCTOBER 1, 1998 TO MAY 31, 1999

ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP. ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN**	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
ES (TA)	168	185	91%	81	91	89%	31	91	34%	32	45	71%	16	17	94%	18	49	37%	\$8.11
IR (RESS)	13	15	87%	0	5	0%	0	10	0%	0	0	NA	0	0	NA	0	5	0%	NA
VT (TA)	33	32	103%	8	1	800%	4	14	29%	0	0	NA	0	0	NA	0	0	NA	\$13.18
VT (RESS)	55	82	67%	19	17	112%	6	33	18%	1	9	11%	3	2	150%	0	12	0%	\$9.37
TOTAL VT	88	114	77%	27	18	150%	10	47	21%	1	9	11%	3	2	150%	0	12	NA	\$10.50
GRAND TOTAL ES, IR & VT	269	314	86%	108	114	95%	41	148	28%	33	54	61%	19	19	100%	18	66	27%	\$8.71

* Employment Entry: Full Time 55 Part Time 53

** 12 MONTH PLAN

TABLE 4
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
FFY 1997

REFUGEE PROGRAM
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD OCTOBER 1, 1997 TO DECEMBER 31, 1998

AGENCY/ ACTIVITY	TOTAL SERVED		EMPLOYMENT ENTRY		EMP. ENTRY WITH HEALTH BENEFIT		90 DAY EMP. RETENTION		CASH REDUCTION		CASH TERMINATION		HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
CRDC-ES	21	56	38%	9	36	25%	4	35	11%	2	14	14%	\$8.87
CES-ES	10	40	25%	6	27	22%	3	13	23%	0	17	0%	\$6.72
TBC-AIRRC/ES	17	17	100%	8	14	57%	2	3	67%	0	11	0%	\$8.30
JVS-ES	131	200	66%	72	130	55%	26	30	87%	12	78	15%	\$9.12
CC-REAP-ES	93	165	56%	59	107	55%	18	70	26%	5	7	71%	\$6.45
TOTAL (ES)	272	478	57%	154	314	49%	53	151	35%	19	127	15%	\$7.95
JVS-VT	31	31	100%	15	25	60%	11	13	85%	4	11	36%	\$11.68
CRDC-VT	27	26	104%	17	21	81%	5	17	29%	11	4	275%	\$8.30
REAP-VT	3	5	60%	1	5	20%	1	5	20%	0	0	NA	\$5.75
TOTAL (VT)	61	62	98%	33	51	65%	17	35	49%	15	15	100%	\$9.76

TABLE 4 CONTINUED
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
FFY 1997
REFUGEE PROGRAM

SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD OCTOBER 1, 1997 TO DECEMBER 31, 1998

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
IISF-A/SAS	243	300	81%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
RT-A/SAS	95	100	95%	4	NA	NA	NA	NA	3	NA	NA	NA	3	NA	NA	1	NA	NA	\$5.91
TOTAL (A/SAS)	338	400	85%	4	NA	NA	NA	NA	3	NA	NA	NA	3	NA	NA	1	NA	NA	\$5.91



(Item 6.c. on the July 13th Agenda)
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MEMORANDUM

JUL 06 1999

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Jobs For Youth
Executive Committee
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Chair, Jobs For Youth

John Carver
Chair, Fund Development
Marquita Mayes
Chair, Marketing
Sharon Alford
Zetta Ferguson
Co-Chairs Operations

Lucy Scarbrough
Employment Development
Department

Raymond Holland
Private Industry Council
of San Francisco, Inc.

Liz Jackson-Simpson
Director, Jobs For Youth

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Office of the Mayor
Private Industry Council
of San Francisco
San Francisco Chamber
of Commerce
San Francisco Unified
School District
San Francisco Youth
Employment Coalition
California Employment
Development Department
Small Business Network
CitySearch7
KPIX Television
KPIX Radio

Committee On Jobs

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AirTouch Communications
Arthur Anderson
BankAmerica Robertson
Stephens
Bank of America
Bechtel
Blue Shield of California
California Healthcare
System
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Transamerica Corporation
Wells Fargo Bank
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TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR

FROM: MARK MOSHER, JOBS FOR YOUTH COMMITTEE

DATE: JULY 2, 1999

RE: UPDATE ON JOBS FOR YOUTH ACTIVITIES

Jobs For Youth would like to thank and congratulate the Committee and the Private Industry Council for a very successful private jobs campaign. Jobs For Youth celebrates the sixth year this collaborative has pooled its resources and partnered to sustain this system.

Marketing Subcommittee

May 18, 1999, marked the sixth annual Jobs For Youth Gala held at the newly renovated City Hall. Gordon Smith, President of the Pacific Gas and Electric Company, chaired the event with Mayor Willie L. Brown, Jr., Supervisor Michael Yaki and Bob Anyon as the honorary co-chairs. Sonia Hernandez, Deputy Superintendent of California Department of Education, served as the MC for our event. Over 350 business and community leaders joined us to kick off our jobs campaign.

Leading into the kickoff event, Jobs For Youth was featured on:

- City Watch, the City and County of SF's broadcasting station,
- Hosted talk shows on four Chancellor radio stations,
- Developed a live webcast of the gala in conjunction with City College's Career Connection,
- Launched our bus shelter poster campaign that will run from June to September; and
- In collaboration with the Employment Development Department, sent over 30,000 letters to San Francisco business owners encouraging them to hire.

Operations Subcommittee

Last summer at the onset of CalJobs, EDD's new internet-based system for banking job opportunities, Jobs For Youth worked diligently trying to re-establish its system to work within the CalJobs environment. Jobs For Youth created a "Virtual Network" which consists of Access Points situated in the community to assist with the assessment and placement of youth. In November 1998, these Access Points were established, trained and

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

WEBSITE: www.citysearch.com/sfo/jobsforyouth EMAIL: jfy@pacbell.net

provided with special codes providing them for entry into the CalJobs system. These Access Points are located at:

- SF Career Link
- One Stop at South East Community College
- Phelan and John Adams Community College Campuses
- Enterprise for High School Students
- The Family School
- Jewish Vocational Services
- The Mayor's Youth Employment and Education Program
- SF School to Career Partnership

Based on their capacity, track record and willingness, these organizations were the selected by the committee.

As a result of our recent jobs campaign, 257 job opening have been created for the month of June with an average salary of \$8/hour and a placement rate of 89%. The committee directly attributes these successes to the coordinated efforts of the Jobs For Youth Access Points, Clearinghouse Partners and CalJobs Technology.

Jobs For Youth has been working closely with EDD and their technicians to create the much needed reports from CalJobs to better track and monitor JFY activity.

Fund Development Subcommittee

In addition to marketing the Jobs For Youth campaign, the kickoff gala event serves as a fund development effort. The Pacific Gas and Electric Company underwrote this year's event in an effort to attract greater participation from small/medium sized business where 80% of the JFY hires come from. During this quarter, JFY generated \$113,000 in contributions:

Committee on Jobs Contributions (Including Gala Efforts)

\$58,000 Gala Corporate Contributions

\$25,000 Committee on Jobs Corporate Foundation Grants

Providian Financial Corporation and GAP, Inc. Foundations

Gala Revenue

\$15,000 Gala Participants

Other Fund Development

\$15, 000 Miranda Lux Foundation

Our fund development efforts have interested new sponsors like Arthur Anderson and Providian Financial Corporation. Jobs For Youth submitted proposals to the Piper Jaffray for \$70,000 per year for two years and Miranda Lux Foundations. Unfortunately, we did not win for Piper Jaffray Grant. It was decided during their review process to fund more direct service providers. The winners of this grant were located in Northern

California. However, we recently received a \$15,000 competitive grant from the Miranda Lux Foundation.

Future Funding Prospect

In addition to exploring other fund development and marketing avenues to new businesses, we have identified a new federal grant opportunity authorized under the Workforce Investment Act called the Youth Opportunity Grant (YOG). The Department of Labor (DOL) requires the PIC be the grant applicant and recipient. Further, DOL expects the steering committees to be largely comprised of a cross section of members from the WIB and Youth Council and be extremely inclusive of the community at large as well as being cross disciplinary (education, youth development, juvenile justice). The amount of this grant is \$5-12 million over 5 years and has a deadline for submission on September 30, 1999. The winners to be announced by December 30, 1999 including site visits in December to the finalists.

National Context

After nearly twenty years, the Department of Labor has re-established its Youth Division and has appointed Lorenzo Harrison as its new Deputy Assistant Secretary. Mr. Harrison was formally the Deputy Director of STRIVE, a nationally renowned program out of Harlem, NY. A few years ago, Mr. Harrison met with Mayor Brown, members of the business community and many PIC Council members to interest them in replicating STRIVE throughout our Welfare-to-Work programs. Before moving on to the Department of Labor in December of 1998, Mr. Harrison developed the last replication of STRIVE at the Family School in the Western Addition.

Further Details, Vision and Goals of YOG

In June, the Department of Labor released a solicitation for the Youth Opportunity Grant. Nationally, the Youth Opportunity Grant will infuse over \$250 million into urban and rural areas in federally designated empowerment zones and enterprise communities. Through this grant process, San Francisco has the potential to receive \$5-12 million to fund services in four concentrated geographic areas to build staff capacity and physical infrastructure, i.e., "Youth Centers" which could benefit all young people ages 14-21 (beyond the YOG program participants who reside in the enterprise communities). The Department of Labor's vision of this initiative is to "help all youth, particularly out of school youth, acquire the necessary academic, technical and workplace skills and experiences necessary to transition into adulthood, careers, and further education and training." The goal of this initiative is "to create a youth movement involving partnerships with local education agencies, the private sector, local colleges, community-based organizations and foundation.

Jobs For Youth is interested in facilitating the process with the Private Industry Council as the grant applicant and recipient for the greater community. The work of this project will assist JFY build its committee and begin to lay the groundwork toward the development of the Youth Council.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

JUL 06 1999

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TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: JULY 1, 1999

FROM: RAYMOND R. HOLLAND, INTERIM PRESIDENT

SUBJECT: APPROVAL REQUESTED OF A FEDERAL GRANT TO CONDUCT A SURVEY OF JOB VACANCIES IN THE WEST BAY PMSA

On March 30th, representatives of the Private Industry Council of San Francisco, Inc. (PIC), of San Francisco State University, and of the California State University at Hayward submitted a proposal to the U.S. Department of Labor in response to its Solicitation for Grant Applications (SGA) from administrative entities of Service Delivery Areas (SDAs) interested in conducting local job vacancy surveys. The SGA announced that up to six grants would be awarded with each not exceeding \$75,000.

The purpose of the project is to institute pilot sites where local job vacancy data can be produced at a level of quality that will fulfill the needs of local One-Stop Systems for a variety of customers. With the tremendous growth in the economy over the past several years, coupled with the growing needs for better labor market information as a result of Welfare-to-Work and the *Workforce Investment Act* programs, local administrators and program operators need to know more precisely where local job vacancies are.

On June 30th, the PIC received notice, in the form of a partly executed grant agreement, from the Labor Department indicating that San Francisco was one seven sites selected. The amount of the PIC's grant is \$74,978. The other six localities selected include Arapahoe County in Colorado, the Workforce Development Board of Flagler and Volusia Counties in Florida, the Cumberland County (in either Maryland or West Virginia), the Maine Training Resource Center, the City of Minneapolis in Minnesota, the North Country Workforce Partnership in the city of Plattsburgh, New York, and the Western Wisconsin Private Industry Council in LaCrosse.

The scope of the project will include surveying employers in the San Francisco Primary Metropolitan Statistical Area (PMSA) which includes San Francisco, San Mateo, and Marin counties. It will also involve extensive work with the respective One-Stops in each of those counties. Public Research Institute (PRI), the survey research center at San Francisco State University, will conduct the major portion of the survey work under the direction of the university research team. The project should be completed by June 2000.

The continuation of the Job Vacancy Survey for two additional years is also part of the proposal, depending on the level of interest among One-Stop clients, the PIC, the Urban Institute at San Francisco State University, and others.

Staff recommends Council approval of the PIC's acceptance of this grant to conduct the job vacancy survey in conjunction with San Francisco State and Hayward State University and Public Research Institute survey center of San Francisco State University.

cc: Gilbert Robinson, San Francisco State University Urban Institute
Michael Potepan, San Francisco State University, Department of Economics
Nan Maxwell, California State University at Hayward, Human Investment Research and Education Ctr.
PIC Staff
All One Stop San Francisco Partners
Dan Paicopulos, Marin County OET
Robert Schwab, San Mateo County ETA
Brendan Kelly, EDD/LMID
Lenee Ann Selman and Danna Owens, EDD/OSO



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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: JULY 2, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: STATUSES OF THREE DIFFERENT "ONE STOP SAN FRANCISCO" SUBGRANTS

Attached are three reports on the statuses of three different, but related, "One Stop San Francisco" subgrants between the One Stop Office of the State's Employment Development Department (i.e., the EDD/OSO) and the PIC. These reports were prepared for the meeting of the "One Stop San Francisco Governance Committee" on June 23rd; its current membership is displayed on the eighth page of the first report concerning the "Implementation Grant". These three subgrants are all being financed under special *Wagner Peyser Act* grant agreements between the U.S. Department of Labor and the State's EDD.

The reports are attached in an order representing the intended sequence of the original period for each of the three subgrants. They are:

1. the "One Stop San Francisco Implementation Subgrant" for the period from December 15th of 1997 to December 31st of 1998 (although not executed yet, there is still a proposal pending to modify the terms and conditions of this subgrant which would include an extension of its end date from December 31st of 1998 to May 17th of 1999);
2. the "One Stop San Francisco Technology Subgrant" for the period from October 1st of 1998 to September 30th of 1999 (depending on the specific terms and conditions eventually incorporated into the modification of the preceding subgrant, it is the intention of PIC Staff to propose that this subgrant be modified as well); and
3. the "One Stop San Francisco Transition Subgrant" for the period from July 1st of 1999 to June 30th of 2000 (aside from the PIC's proposal for this subgrant which was selected by the Governor several months ago, no subgrant agreement has been proposed yet for financing this project).

Sometime between March 22nd and May 3rd of this year (the specific date is uncertain), the EDD/OSO froze the accounts for both the implementation and the technology subgrants of the "One Stop San Francisco System" and, since that date, has refused all requests from the PIC to draw down funds for the reimbursement of expenses it has incurred under both subgrants.

Representatives of the PIC's Staff and of other partners in the "One Stop San Francisco System" will be available to answer any questions at the Council's meeting of July 13th. Please let representatives of the PIC Staff know prior to that meeting if there will be any questions for which additional information may be necessary.

Three Attachments

cc: PIC Staff
All One Stop San Francisco Partners
Lenee Ann Selman, EDD/OSO
Danna Owens, EDD/OSO



OFFICE OF THE
SOLICITOR GENERAL

WASHINGTON, D. C.

2000

Handwritten signature

THE UNITED STATES OF AMERICA, by and through the undersigned, its Solicitor General, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the files and records of the Department of the Interior.

IN WITNESS WHEREOF, the said Solicitor General has hereunto set his hand and the seal of the Department of the Interior at Washington, D. C., this _____ day of _____, 2000.

Solicitor General

Assistant Secretary for Land and Minerals

Assistant Secretary for Policy and Planning

Assistant Secretary for Resource Management

Assistant Secretary for Science and Technology

Assistant Secretary for Wildlife and Fisheries

Assistant Secretary for Lands and Minerals

Assistant Secretary for Policy and Planning

**One Stop San Francisco
Implementation Grant
June 23, 1999**

Project Overview

Project Goals

Accomplishments

Five Key Strategies

Challenges

Project Description

Documents

Project Goals

- To provide "Job-Education-Training Seekers" easy access to a range of core career development services
- To provide employers from all industry sectors easy access to a range of core services
- To create and maintain effective communication links with organizations offering services, education, training, or jobs
- To establish long-range financial stability and deliver services in a cost-effective and efficient manner.
- To access and improve services by using ongoing evaluation of process objectives, measurable outcomes, and client satisfaction

Five Key Strategies

- **Expansion of the capacity of Centers and Access Points**
- **Creation of a communication system for all partners**
- **Implementation of on-line self screening for program eligibility**
- **Development of promotional materials**
- **Execution of a cross-training program**

Project Description

Grant Amount : \$651,625

Grant Period : 12/15/97 through 12/31/98 (proposed through 5/17/99)

Key Tasks :

1. Establish working Committees
2. Develop Organizational Charts
3. Hire Staff
4. Meet with Community Organizations
5. Identify Service needs
6. Hire Technical Consultants for Web site development
7. Develop 2nd Career Center
8. Train staff and Access Points on electronic tools
9. Create a communication system for Access Points
10. Develop promotional materials
11. Implement "Simply Better" performance evaluation system
12. Begin Planning for 2nd Year

Status :

- Completed
- Completed
- Completed
- Completed
- On-going
- Completed
- Completed
- To be completed
- Completed
- To be completed
- To be completed
- To be completed

Project Accomplishments:

- Increased number of partners from six (6) to ten (10)
- Increased number of CBO Access Points from thirteen (13) to over thirty (30)
- Opened two Career Centers: Career Link and Southeast
- Expanded the access, capacity and effectiveness of the service delivery system in San Francisco
- Established a communication link between CBOs
- Created a Web site for job seekers, employers and service providers to access employment resource and referral information
- Developed marketing and promotional materials

Project Challenges:

- Creating a partnership Mission Statement
- Developing MOU's that define how we work together
- Creating an effective management and reporting structure
- Creating an open architecture common electronic data sharing system
- Developing a long-range planning strategy
- Creating a work environment of tolerance and cooperation for co-located partner staff
- Developing a "customer-focused" service delivery system

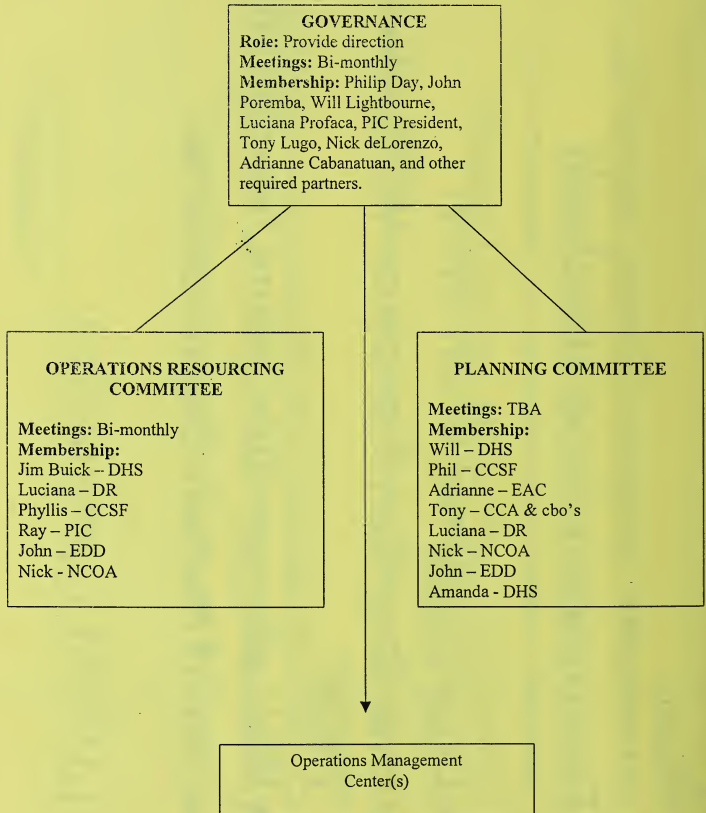
Documents (see attached)

- Organizational Chart (new)
- One Stop San Francisco WEB site Home Page
- Web site possible future functionality
- List of Partner Organizations

Submitted by :

Larry Chatmon, Coordinator

One Stop San Francisco Management Structure

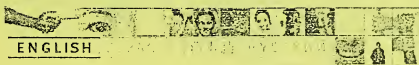


AGENCIES

EMPLOYERS

JOB SEEKERS

Welcome to **One Stop** San Francisco!



[← FIND OUT MORE ABOUT ONE STOP](#) [← FIND OUT MORE ABOUT BUILDING THIS SITE](#)

One Stop San Francisco is a partnership of many public and nonprofit agencies. Together, these agencies provide the most complete collection of resources for people with employment-related needs in San Francisco.

Are you **A JOB-SEEKER...**

- looking for a job or want a better job?
- looking for resources, like classes, tips on writing a resume or other information that will help you get a job?

Are you **A COMMUNITY-BASED AGENCY...**

- looking for resources so that you can help your clients get a job?
- looking for resources that can help you do your job as a service provider?

Are you **AN EMPLOYER...**

- looking for pre-screened skilled employees, information about tax incentives, or other business resources?

If you answered **yes** to any question, this site can help you!

One Stop San Francisco Web Site Phase 2 Content and Functionality

IN the development of Phase 1 of the site, a number of good ideas have come up. We would love, of course, to develop everything. However, due to the timeline and budget, we cannot deliver everything for the first launch. Here is a running record of "good ideas."

LMI information (JETS section)

List business URLs that are likely to hire One Stop clients

Occupational Outlook manual

Interactive Occupational Interest Assessment (ADVISE, recommended by Gregg, Career Link)

Can the site be used to announce "empty slots" for services at Access Points (often Access Points available slots fill up, and they don't know who to refer clients to)

Post applications from major employers (Rite Aid; Airport; Walgreens; UPS, etc.)
– so both job seekers and access points can readily get applications without calling to order more.

Add placement verification forms for employers or job seekers to fill out

Add online "job order form" for employers

Provide more content in other languages

Provide more documents online for agencies (related to One Stop, WIA, etc.)

Further functionality for skills bank.



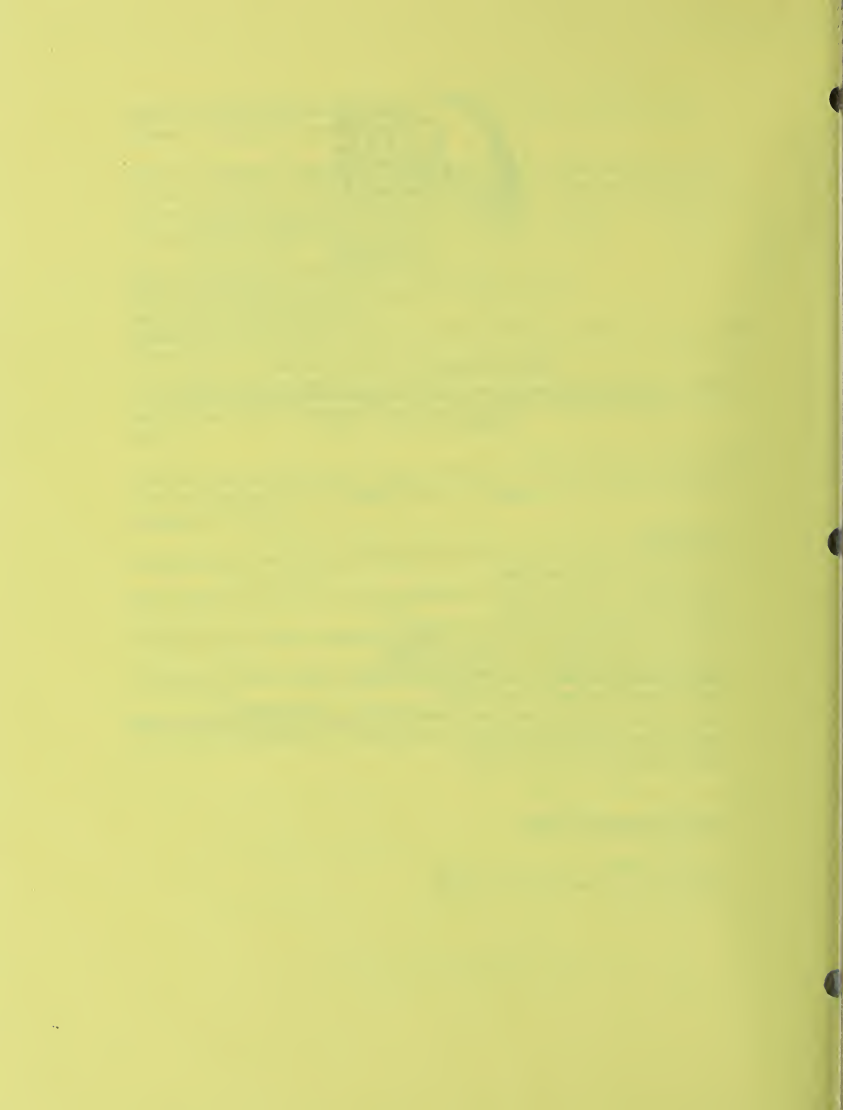
One Stop San Francisco List of Partners and Supporting Partners September, 1998

Partners:

City College of San Francisco
Committee of Contracting Agencies
National Council on the Aging
Private Industry Council of San Francisco
San Francisco Employer's Advisory Council
San Francisco Department of Human Services
San Francisco Unified School District
State Department of Employment Development – Job Services
State Department of Employment Development – Unemployment Insurance
State Department of Rehabilitation

Supporting Partners:

Jobs for Youth
San Francisco Commission on Aging



**One Stop San Francisco
Technology Grant
June 23, 1999**

Project Overview

Project Goals

Accomplishments

Four Key Strategies

Challenges

Project Description

Documents

Project Goals

- To assure universal access by all San Francisco residents, through the use of information technology and open systems
- To provide a centralized point of access for all workforce development resources
- To foster collaboration among service providers
- To analyze aggregate data about customers accessing the system without the usual "roadblocks" pertaining to client confidentiality

Four Key Strategies

- Design and develop a web-based, ad hoc analysis and reporting application
- Deploy as widely as possible among community-based providers to ensure access by hard-to-reach populations
- Maintain a set of links to employment/labor data sources
- Build the capacity of community-based organizations to use the service and reporting functions through customized training workshops and deployment of hardware/software

Project Description

Grant Amount : \$240,000

Grant Period : 10/1/98 through 9/30/99

Key Tasks :

1. Access Point Partner capacity assessment/development plan

Status :

Completed

2. Purchase and install Access Point computer systems

Completed

3. Contract for System Design

To be completed

4. Interface is finalized

To be completed

5. Pilot with 10 agencies

To be completed

6. Develop training manual

To be completed

7. Develop Analyzer Application

To be completed

8. Select Database

To be completed

9. Produce manuals

To be completed

10. Conduct Pilot of Analyzer

To be completed

11. Make final modifications

To be completed

12. SFOSA is available to partner agencies

To be completed

Project Accomplishments:

- Convened an Access Point work group of community-based organizations (CBO)
- Assessed and inventoried technology capabilities and staff training needs of CBOs
- Determined, through a selection process, which agencies would receive a computer system
- Delivered and installed the computer systems
- Provided agencies with training coupons to train their "staff trainer" on Internet and Web page development
- Researched possible technology tools for system application, i.e., universal application, client-tracking etc.

Project Challenges:

- Bringing all partner agencies on board with the need for a universal system of communication and sharing information
- Getting pass the “mind block” to understanding and simplifying issues of confidentiality
- Convening a team of partner technology experts to address inter-agency issues and needs
- Governance and sustainability of the system after it is developed

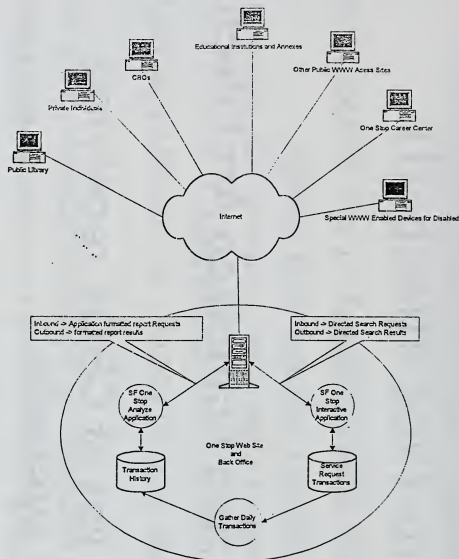
Documents (see attached)

- **One Stop San Francisco Architectural Overview**
- **One Stop list of CBOs receiving computer systems**

Submitted by :

Larry Chatmon, Coordinator

SF One-Stop Architectural Overview



SFOSA - On-line Analysis and Reporting

- ◇ Participating providers will have access to the point of access (POA) transaction history through an on-line query application.
- ◇ Reports are interactive spreadsheet like "views" of the transaction history rather than fixed reports. Users should be able to select from predefined views or construct custom views. Within a view, users will be able to "drill" up and down through hierarchies, pivot criteria, and select measures. Sample questions might be the following:
 - Show the average daily accesses by day of week for the last six months. Then show the same results by ZIP Code of customer.

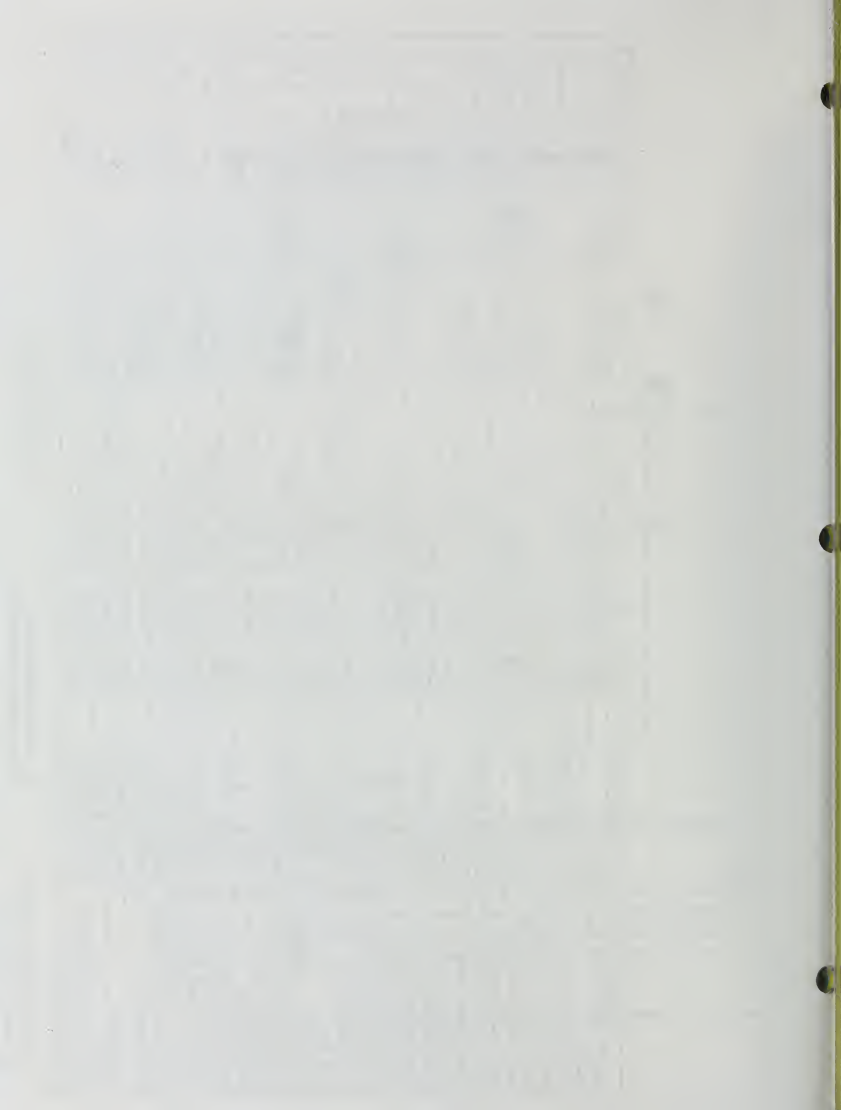
One Stop San Francisco - Access Point Workgroup

ORGANIZATION	Director &/or Ambassador	PHONE	FAX	ADDRESS	EMAIL	TRAINER	☑	☐	☒	☓
AIRCOT Third Baptist Church	Rev. Raykiani	433-7300	433-7308	942 Market Street, Suite 305, 94102	aircc@macbell.net		☑	☐	☒	☓
Arriba Unidos	Tony Lugo, Megan McTiernan	863-9307	863-9314	1659 Mission Street, 94103	mcclernan@arribajunior.org		☑	☐	☒	☓
Asian Neighborhood Design	Maurice Lim Miller, Cindy Mendoza	982-2959	648-6303	1232 Connecticut St., 94107			☑	☐	☒	☓
Bernal Heights Neighborhood Assoc.	Chloe Van Zeeva ext. 155	206-2140	648-0793				☑	☐	☒	☓
Booker T. Washington Community Center	Bevelly Rashied, Kenneth Cook	928-6596	928-6927	800 Presidio Avenue, 94115	ricolcha@hotmail.com	Kenneth	☑	☐	☒	☓
Cancer Resources Development Center	Jim Torrance	775-8880	775-748	655 Geary Street, 94102			☑	☐	☒	☓
Center for Employment and Training	Joseph Diaz	255-8880	255-0990	1727 Mission, 94103	jldiaz0609@aol.com	Flavence	☑	☐	☒	☓
Center for Young Women's Development	Lacieda Simon, Jessica Nowlin	977-1980	977-1983	Mission Street, 941	eywtd@aol.com		☑	☐	☒	☓
Chinese for Affirmative Action (CAA)	Shin Yi Tsai, May Chan	274-6756	397-8770	17 Walter Lum Place, 94108	mchan@caasf.org	May	☑	☐	☒	☓
Compassion Homeless Family Center	Michael McCarthy	399-1491	399-9861	942 Market Street, 94102	mlkenn@sfirrus.com		☑	☐	☒	☓
Department of Rehabilitation	Luetaia Profacia, Diane Wagner	904-7135	397-5810	183 Berry Street, Suite 94			☑	☐	☒	☓
Ella Hill Hutch Community Center	Sharon Alford	921-6276	921-0643	1050 McAllister Street, 94115			☑	☐	☒	☓
Enterprise for High School Students	Vivian Turner, Hydous Kiaata ext.317	896-0909	896-0933	450 Mission Street, 94103	huanan@enterprisedyouth.org	Hydous	☑	☐	☒	☓
Haight Ashbury Food Program	Debra Edelman, Alison Lewis	566-0366	683-3660	1523 Walker Street, 94117	dmschlang@aol.com	Alison	☑	☐	☒	☓
Ingleside Community Center	Montique Martin	587-5513	387-4601	1345 Ocean Avenue, 94112			☑	☐	☒	☓
Jewish Vocational Service	Abby Sney, Elizabeth Troups	391-3600	391-3617	77 Geary Street, Suite 401, 94108			☑	☐	☒	☓
Jobs for Youth	Liz Jackson-Simpson	431-5700	431-8702	1650 Mission Street, Suite 300, 94103	jfb@macbell.net		☑	☐	☒	☓
Korean Center, Inc.	Dr. Young-Cha Shin Chey	441-1881	885-4155	1362 Post Street, 94109			☑	☐	☒	☓
National Council on the Aging (NCOA)	Nick de Lorenzo, Luanee Sporny	982-7007	982-0528	870 Market St., Suite 785, 94102	lanee@houchet.com	Luanee	☑	☐	☒	☓
Northern California Service League	Shirley Melnicone, Larry Brayman	863-2323	863-1882	28 Boardman Place 94103	nesl@jps.net	Michael	☑	☐	☒	☓
OMI Family Resource Center	Gil Gordon	931-2134	931-0243	1241 Grove 94117		Gil	☑	☐	☒	☓
Positive Resource Center	Mark Mistrok	777-0333	777-1770	973 Market Street, 6 th floor, 94103	muhlen@positiveresource.org		☑	☐	☒	☓
Renaissance Parents of Success	Tempi Priestley, Julie Hampton	643-1400	643-1004	1800 Oakdale Ave. 94124		Jillie	☑	☐	☒	☓
San Francisco Conservatory Corps.	Marissa Suiz	928-7322	928-7330	Blidge 102, Fort Mason, 94123	msuiz@sfccc.org		☑	☐	☒	☓
SFPL-Community Database Services	Cathy Sanford, Maria Andrews	557-1589	557-4413	Civic Center Plaza 94109	marina@sfpllibrary.us		☑	☐	☒	☓
Self-Help for the Elderly	Ann Chung, Po Yee Au	982-9171	296-0313	407 Sansome Street, 94111		Po Yee	☑	☐	☒	☓
South of Market Employment Center /MIH	Don Mancos, Charise Fong	865-2105	865-2102	288 Seventh Street, 94103	charise@sfhmi.com		☑	☐	☒	☓
Swords to Plowshares	Michael Blecker, Maria Olivares	252-7788	255-7126	1063 Market Street, 94103	molivares@sfwords-to-plowshares.org	Nora	☑	☐	☒	☓
The Family School	Natalie Lopes, Marilyn Trivittion	554-0425	554-0440	548 Fillmore Street, 94117			☑	☐	☒	☓
Toolworks	Donna Feingold, Wanjin Nyanju	621-8665	621-8943	1119 Market St., Ste. 300, 94103			☑	☐	☒	☓
Visitation Valley Job Education & Training	Larry Fleming, Rodio Miller	239-2020	239-8146	333 Schweitzer Street, 94134	mladen26@hotmail.com	Reeto	☑	☐	☒	☓
Young Community Developers	Dwayne Jones, Lohell Holloway	822-3491	822-4958	1715 Yosemite Avenue, 94124		L. Howell	☑	☐	☒	☓

☑ signed Participation Agreement
☐ received One Stop equipment

☒ received Website password
☓ participating in Skills Bank pilot

☓ received training coupons



**One Stop San Francisco
Transitional Planning Grant
June 23, 1999**

Project Overview

Project Goals

Project Description

Four Key Strategies

Project Goal

- To develop realistic, cost-effective action plans through an ongoing communication process among social service agencies, community-based organizations, employers and individuals seeking training and/or employment.

Four Key Strategies

- To understand the goals, requirements and scope of the Workforce Investment Act (WIA) in comparison to those of previous legislation
- To identify issues and needs relative to implementing WIA
- To develop strategies for addressing those issues and needs
- To document the planning process and results to serve as models for other organizations implementing the WIA

Project Description

Grant Amount : \$75,000 Grant Period : 7/1/99 through 6/30/00

Key Tasks :

- | | |
|--|-----------------|
| 1. Hire Consultant [Moore Iacofano Goltsman (MIG), Inc.] | To be completed |
| 2. Implementation team selected | To be completed |
| 3. Consultant to conduct national research | To be completed |
| 4. Consultant meets with partners to discuss issues | To be completed |
| 5. Test strategy identified | To be completed |
| 6. Results of test made available | To be completed |
| 7. Consultant refines plan and writes up | To be completed |
| 8. Graphics are produced to illustrate understanding of the plan | To be completed |

Status :



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, July 9

DATE:	Tuesday, July 13, 1999
TIME:	3:00 -- 4:30 P.M.
LOCATION:	PG&E Energy Center 851 Howard Street (between Fourth & Fifth streets)

Revised Proposed Agenda appears on reverse side

DOCUMENTS DEPT.

JUL 14 1999

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07-14-99KOP:111 DOYU

Revised July 9, 1999



If you require special accommodation due to a disability, please call Roberta Fazande
at 431-8700 or TDD (800) 735-2929 (CRS) at least 72 hours in advance

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

Revised Proposed Agenda

1. Public testimony on agenda items
2. Adoption of agenda *
3. Adoption of minutes from the May 11th meeting (previously mailed) *
4. Chairman's report
 - a. Status of the executive search committee's efforts (to be provided by July 13th)
5. Forum

Issues that the Council and others will need to resolve in order to implement the *Workforce Investment Act* in the City and County of San Francisco by July 1st of 2000 (previously mailed) *
6. Committee reports
 - a. Planning Committee Reports
 - i. Recommendations for the Construction Careers Advancement Program (CCAP) Component of San Francisco's Competitive Welfare-to-Work Plan (previously mailed) *
 - ii. Recommended Criteria for evaluating responses to a Request For Proposals (RFP) for San Francisco's CalWORKs-PAES (Personal Assisted Employment Services) and Formula Welfare-to-Work Plans (previously mailed) *
 - b. Refugee Staff Reports (because no quorum of the Refugee Committee reviewed these recommendations, the Council may want to suspend its rules and meet as a "committee of the whole") *
 - i. Staff recommendations for the FFY 1999 County Plan Goals (previously mailed) *
 - ii. Staff recommendations for the initial FFY 1999 Subcontractors (previously mailed) *
 - iii. Report on San Francisco's response in regard to special Refugee Employment Social Services funds that have been set aside (to be provided by July 13th)
 - c. Jobs For Youth Committee Report (previously mailed)
7. Staff Reports
 - a. Grant to conduct survey on local job vacancies (previously mailed) *
 - b. Governor's actions to implement the *Workforce Investment Act* (to be provided by July 13th)
 - c. Status of each of the three One Stop San Francisco subgrants (previously mailed)
 - d. Snapshot of changes in revenues of the PIC over the most recent three program years (enclosed) *
8. Interim President's report (to be provided by July 13th)
9. Public testimony of issues not on the agenda
10. Adjournment *

* May require Council action



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

JUL 14 1993

SAN FRANCISCO
PUBLIC LIBRARY

DATE: JULY 9, 1999

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

FROM: RAYMOND R. HOLLAND

SUBJECT: SNAPSHOT OF THE PIC'S MOST RECENT BUDGETED REVENUES

The attached is intended merely to inform and to supplement the status report on each of the three One Stop San Francisco Subgrants in item number 7.c. of your July 13th agenda.

Over the last couple of years, almost all organizations and agencies providing employment and training services in the City and County of San Francisco embarked on a series of changes designed to result in a "one stop employment and training system providing services to anyone, job seeker or employer, needing them without regard to eligibility".

In San Francisco, those changes began in earnest with the establishment of the "San Francisco Assessment Center Project" in 1991 under the auspices of the PIC, the City College of San Francisco, the local offices of the State's Department of Rehabilitation and Employment Development Department, and the San Francisco Unified School District with a special subgrant from the State Department of Education authorized by the federal *Job Training Partnership Act*.

Although perhaps not specifically intended for that purpose, enactment and implementation of the federal "welfare reform" and "welfare-to-work" initiatives in 1996 and 1997 significantly and rapidly expanded those efforts to other organizations and agencies providing employment, training, and related services in San Francisco.

At about the same time, financing authorized under the federal *Wagner Peyser Act* became available to develop and support electronic networks, neighborhood centers, and other infrastructure linkages for such "one stop employment and training systems".

In 1998 the *Workforce Investment Act* was enacted which not only authorized, but as of July of 2000 required, the establishment of such "one stop employment and training systems" throughout the country.

During this same period of time, the responsibilities of the PIC, if measured by the amounts and sources of its revenues and by the agreements it has entered into with other organizations to use them collaboratively, have increased almost exponentially.

Attached is the briefest summary we have been able to develop so far of those measurements of the PIC's changing responsibilities. This is but one of two major facets of the evolving "One Stop San Francisco System". The other major facet is the arrays of workforce development programs that are administered by other "One Stop San Francisco Partners"; revenues and expenditures for those programs are carried in the separate set of financial accounts of each partner (refer to item 7.c. of the July 13th agenda).

While the estimated amounts of the revenues displayed on the attached table ought to be self-explanatory, the acronyms (each of which is defined in the "legend" attached to the table) and their arrangements as line item headings on the attached table are defined as follows:

- The first acronym in each line heading represents the federal, state, or local governmental agency for which the revenues shown on that line were initially appropriated.

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- The second set of acronyms (which are incorporated within parentheses) represent the authorizing legislation or specific source of the revenues on that line, the authority (e.g., a formula in the legislation itself or the discretion of a federal, state, or local official) for determining the allotment or allocation of those revenues and their amounts, and the agreement in which the revenues were transferred from one tier of government to the next (e.g., from federal to state governments, from state to local governments, etc., or to the PIC directly without any intermediaries) providing the source or sources of all the requirements that follow that particular "stream of funding" and with which the PIC is obliged to comply.
- The third acronym in each line heading represents the next state or local governmental agency or the PIC to which the revenues shown on that line were allotted or allocated.
- The fourth set of acronyms (if applicable, they are also incorporated within parentheses) serve purposes which are similar to those of the second set of acronyms (i.e., either restating the original authorizing legislation or the specific program for which those revenues are authorized), they represent the authority at the next lowest tier of government for determining the beneficiary of those revenues and their amounts, and the identify the kind of agreement in which the revenues were transferred from one tier of government to the next (or to the PIC directly without any additional intermediaries) providing a continuum of the sources of all the requirements that follow that particular "stream of funding" and with which the PIC is obliged to comply.
- The fifth acronym (if applicable) in each line heading represents the local governmental agency or the PIC to which the revenues shown on that line item were allocated.
- The sixth set of acronyms (if applicable, they are also incorporated within parentheses) serve exactly the same purpose as the fourth and the second sets of acronyms (i.e., either restating the original authorizing legislation or the specific program for which those revenues are authorized), they represent the authority at the next lowest tier of government (if it is applicable) for determining the beneficiary of those revenues and their amounts, and (if applicable) they identify the agreement in which the revenues were transferred from a governmental agency to the PIC providing a continuation of the sources of all the requirements that follow that particular "stream of funding" and with which the PIC is obliged to comply.

Since this is the first time an attempt has been made to summarize these attributes of each "stream of funding" represented in the attached table, it would not be surprising if some errors remain. There are a couple of additional potential "streams of funding (or revenues)" for the current year for which preliminary discussions have already taken place but for which incorporation in the attached table at this time would be premature. At present, the attributes of those "streams of funding" appear to be different from any of those now displayed on the attached table (i.e., increasing the diversity of authorities even more).

Please let PIC Staff know immediately if you have any questions, comments, suggestions, or corrections about any of the information that is contained on the attached table. As earlier implied, that information is intended to provoke the beginning of a long discussion over the next several months.

Attachment

cc: PIC Staff
 Pam David, MOCD
 Jim Morales, SFRA
 PIC Subcontractors
 Danna Owens, EDD/OSO
 Lorraine Claassen, DOLETA-Region IX

Will Lightbourne and SFDHS Staff
 Deborah Alvarez-Rodriguez, DOCYF
 All One Stop Partners
 Judy Branaman, EDD/JTPD
 Richton Yee, CDSS/RPB

U.S. FEDERAL GOVERNMENT APPROPRIATED FUNDS	PY '99	PY '98	PY '97	PY '96
DOL (SSA-SecyJWS-G) PIC (Competitive WTW Grant)	3,423,760	300,000	0	0
DOL (WPA-SecyJWS-G) PIC (Job Vacancy Survey Grant)	74,978	0	0	0
DOL (FormJTPA-G) EDD/JTPD (FormJTPA-SG) PIC (Basic Formula JTPA Subgrants)	-	-	-	-
Title IIA Basic Adult	1,947,479	2,067,657	2,561,379	2,524,154
Title IIA Older Worker	322,952	319,952	323,051	315,681
Title IIC Basic Youth	233,119	448,458	277,370	278,483
Title IIA/C Incentive	100,363	0	100,000	100,000
Title III Displaced Workers	2,024,202	1,903,628	1,877,483	1,921,707
Title IIB Summer Youth Employment and Training	2,429,610	2,381,979	2,974,432	2,974,432
DOL (FormJTPA-G) EDD/JTPD (GuvJTPA-SG) PIC (Discretionary JTPA SGs)	-	-	-	-
Title IIA/C State-Approved Local Training (SALT)	25,000	25,000	25,000	25,000
Title III State-Approved Local Training (SALT)	0	0	0	2,000
Title III Displaced Workers, Rapid Response	300,000	335,000	300,000	250,000
Title III Displaced Workers, Base Closures	0	0	100,000	100,000
Title III Displaced Workers, Supplemental	0	0	400,000	0
Title III Displaced Workers, One Stop Build-out	27,649	0	0	0
DOL (FormJTPA-G) CDE/EPU (FormJTPA-SG) PIC (Formula JTPA 8% Educ. Coord. SG)	232,231	233,522	365,562	413,682
DOL (SSA-FormWW-G) EDD/JTPD (FormWW-SG) PIC (Formula WTW Subgrant)	4,000,000	300,000	-	-
DOL (SSA-FormWW-G) EDD/JTPD (GuvWW-SG) PIC (Discretionary WTW SALT SG)	7,500	0	0	0
DOL (SecyWPA-G) EDD/OSO (Guv-SG) PIC (One Stop Subgrants)	-	-	-	-
One-Stop Implementation	0	0	651,625	0
One-Stop Technology	0	240,000	0	0
One-Stop Transitional Planning Grant	75,000	0	0	0
DOL (FormJTPA-G) EDD/LMD (Guv-SG) PIC (CCOIC Labor Market Survey Contract)	56,630	56,630	56,630	54,981
HHS (FormINA-G) DSS (FormINA-SG) DHS (INA-K) PIC (Formula Refugee Contracts)	-	-	-	-
Refugee Targeted Assistance Program (RTAP) *	869,075	806,365	830,442	648,312
Refugee Employment Social Services (RESS) *	300,937	628,935	424,602	457,994
HHS (SecyINA-G) DSS (SecyINA-SG) DHS (INA-K) PIC (Competitive Refugee Contracts)	-	-	-	-
Elderly Refugee (RTAP) *	0	550,000	550,000	0
Refugee Discretionary 20% (RTAP) *	0	175,614	121,269	129,247
HHS (SSA-Form-G) DSS (FormCalWORKs-SG) DHS (CalWORKs/PAES-K) PIC ~	-	-	-	-
(Community Jobs Initiative, component of CalWORKs/PAES)	800,000	20,000	0	0
HUD (SecyMHA-G) DHS (SecySHP/HEC-K) PIC (Homeless Employment Collaborative) *	1,005,476	952,381	952,381	952,381
HUD (FormCDBG-G) MOCD (Various-Ks) PIC (Placement Partnership & Tax Credit Mkt.)	70,000	242,400	120,000	0
HUD (FormCDBG) MOCD (HASYP-K) PIC (SFHA Summer Youth Jobs Contract)	0	0	0	181,735
USDA (FSET-G) DHS (CalWORKs/PAES-K) PIC ~	-	-	-	-
(Personal Assisted Employment Services, CalWORKs/PAES Contract)	176,250	88,125	0	0
Total Federal Government	18,502,211	12,075,646	13,011,226	11,329,789

STATE OF CALIFORNIA APPROPRIATED FUNDS

CDSS (CVT-K) DHS (CalWORKs/PAES-K) PIC (Childcare Vocational Trng., CalWORKs/PAES)	627,200	0	0	0
CDSS (???-K) DHS (CalWORKs/PAES-K) PIC (Non-Custodial Parent Training Component, CalWORKs/PAES Contract) To Be Announced	-	-	-	-
CDSS (SSA-Form Match-K) DHS (CalWORKs/PAES-K) PIC (WTV State Match, CalWORKs/PAES)	340,000	136,000	0	0
Total State Government	967,200	136,000	0	0

CITY AND COUNTY OF SAN FRANCISCO APPROPRIATED FUNDS

DHS (CalWORKs/SFGF-K) PIC (CalWORKs Employment Svcs., CalWORKs/PAES)	3,115,000	1,060,000	225,000	0
DHS (PAES/SFGF-K) PIC (Personally Assisted Employment Svcs., CalWORKs/PAES)	293,750	146,875	0	0
DHS (SFGF-K) PIC (Pre-Construction Program, CalWORKs/PAES)	100,000	0	0	0
DHS (SFGF-K) PIC (Community Jobs Initiative, CalWORKs/PAES)	600,000	100,000	0	0
DCCFY (SFGF-K) PIC (Mentoring In-School Youth at Risk, "Mini-STEP" Contract)	254,000	254,000	254,000	254,000
CDE (ROP-G) SFUSD (ROP-K) PIC (ROP Pre-Construction Opportunities Contract)	548,525	0	0	0
SFRA (SFTIF-K) PIC (Employment and Training Services, SFRA Project Areas)	747,000	0	0	0
Total Local Government	5,658,275	1,560,875	479,000	254,000

CORPORATE AND FOUNDATION DONATIONS

Chevron Corporation, Summer Jobs Program	25,000	25,000	25,000	25,000
McKesson Corporation	50,000	50,000	0	0
GAP, Inc.	10,000	10,000	0	0
Mayor's "Say YES" Program	0	0	0	50,000
General Support (Various Contributions)	64,210	64,210	64,210	64,210
Jobs for Youth (Various Contributions)	83,335	83,335	83,335	83,335
Total Private Sector (Business)	232,545	232,545	172,545	222,545

GRAND TOTAL	25,360,231	14,005,066	13,662,771	11,806,334
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Total PIC, Inc. Operational Expenditures 4,000,000 3,729,668 3,125,113 2,903,839

% to Total Revenue 15.77% 26.63% 22.87% 24.60%



LEGEND OF ACRONYMS FOR SNAPSHOT OF PIC'S BUDGETED PY'97-'99 REVENUES

1. CaWORKs = California Work Opportunity for Kids (California's "welfare reform" program)
2. CDBG = Community Development Block Grant
3. CDE = California Department of Education
4. CDE/EPU = Employment Planning Unit of the California Department of Education
5. CDSS = California Department of Social Services
6. CVT = Childcare Vocational Training
7. DHS = San Francisco Department of Human Services
8. DOCYF = San Francisco Department of Children, Youths, and their Families
9. DOL = U.S. Department of Labor
10. DSS = California Department of Social Services
11. EDD/JTPD = Job Training Partnership Division of the California Employment Development Department
12. EDD/LMID = Labor Market Information Division of the California Employment Development Department
13. EDD/OSO = One Stop Office of the California Employment Development Department
14. Form = Formula (specified in the legislation for allotting or allocating funds appropriated under its authority)
15. FSET = Food Stamp Employment and Training Program
16. G = Grant
17. GA = General Assistance (locally financed public assistance program for adults without children)
18. Guv = Governor
19. HASYP = Housing Authority Summer Youth Program
20. HHS = U.S. Department of Health and Human Services
21. HUD = U.S. Department of Housing and Urban Development
22. INA = Federal *Immigration and Nationality Act*
23. JTPA = Federal *Job Training Partnership Act*
24. JVS = Job Vacancy Survey
25. K = Contract
26. MHAA = Federal (Stewart B.) *McKinney Homeless Assistance Act*
27. Mini-STEP = a School-to-Career program originally modeled after the Summer Education and Training Program

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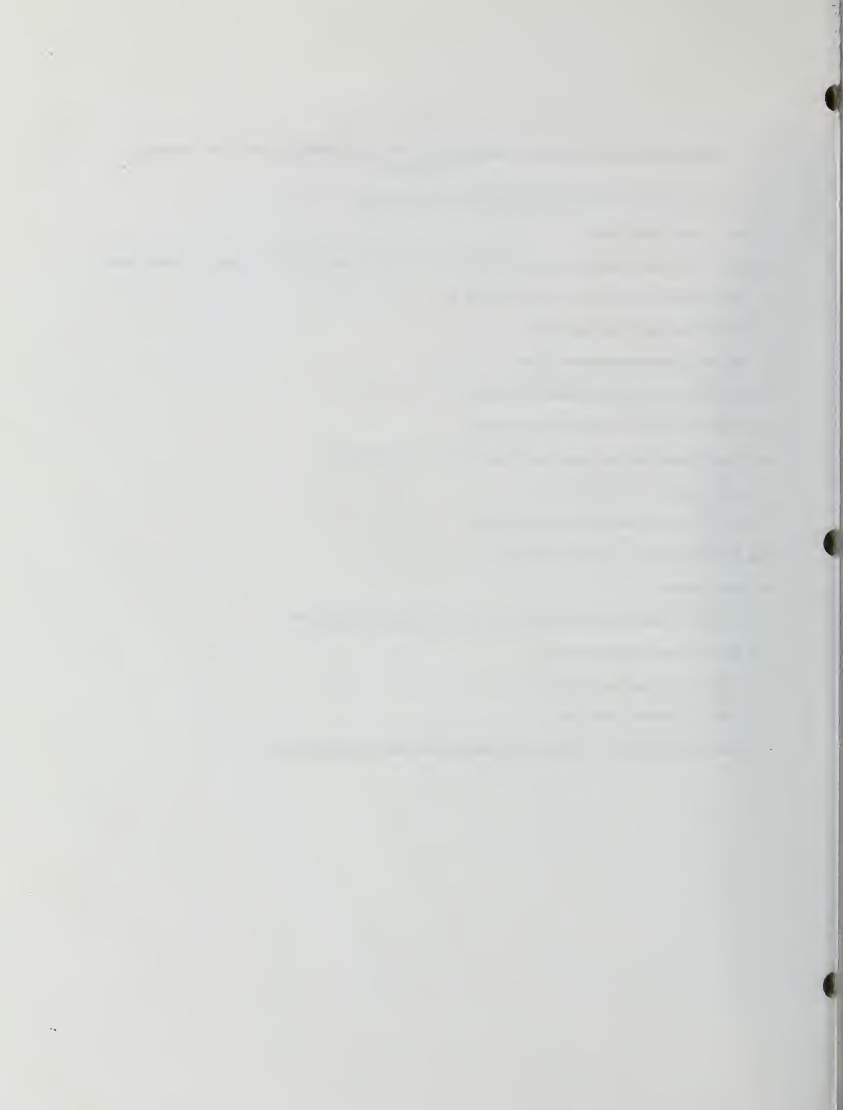
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THE HISTORY OF THE

AMERICAN PEOPLE

LEGEND OF ACRONYMS FOR SNAPSHOT OF PIC'S BUDGETED PY'97-'99 REVENUES
(CONT'D)

- 28. MOCD = San Francisco Mayor's Office of Community Development
- 29. NCP = Non Custodial Parent
- 30. PAES = Personal Assisted Employment Services (San Francisco's "welfare reform" program for GA Recipients)
- 31. PIC = Private Industry Council of San Francisco, Inc.
- 32. PPI = Placement Partnership Initiative
- 33. ROP = Regional Occupational Program
- 34. RTAP = Refugee Targeted Assistance Program
- 35. RESS = Refugee Employment Social Services
- 36. Secy = Secretary (of the Department of the U.S. Government indicated)
- 37. SFGF = San Francisco General Fund
- 38. SFRA = San Francisco Redevelopment Agency
- 39. SFTIF = San Francisco Tax Increment Funds
- 40. SG = Subgrant
- 41. SHP/HEC = Supportive Housing Program/Homeless Employment Collaborative
- 42. SSA = Federal *Social Security Act*
- 43. USDA = U.S. Department of Agriculture
- 44. WPA = Federal *Wagner Peyser Act*
- 45. WW = Welfare to Work, a program authorized under the Federal *Social Security Act*





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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

JUL 16 1999

MEMORANDUM

SAN FRANCISCO
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TO: ALL COUNCIL MEMBERS

FROM: RAYMOND R. HOLLAND

RRH

Date: July 14, 1999

SUBJECT: INTERIM PRESIDENT'S REPORT

07-16-99AUG13PM NEW

1. Personnel and Organizational Issues:

When I was asked to assume the additional duties and responsibilities of interim president, Steve and I agreed that the PIC's personnel policies, procedures, and salary schedules and its organizational structure should be reviewed by the Council's Board of Directors as soon as possible:

- in light of the duties and responsibilities which the PIC and its personnel have assumed and are still assuming for additional more diverse programs (refer to item 7.d. on your July 13th agenda); and
- in light of the new organizational arrangements which should be expected as the federal *Workforce Investment Act*, the State's legislation for implementing it, and the "one stop career center system" required by them are implemented in San Francisco (refer to items 5 and 7.c. on your July 13th agenda).

We also agreed that, until a permanent president has been installed, revisions of current personnel and organization policies would probably be premature. Normally, those policies are among the first that a new chief executive addresses once he or she has become familiar with the current policies.

Since it now appears that installation of a permanent chief executive may not occur for some months to come and since he or she might not be in a position to recommend changes until the end of the current calendar year at the earliest, I recommend that the Council, its Board of Directors, or, if desired, a new *ad hoc* committee of the Board or Council begin addressing these issues immediately.

The PIC now has approximately one hundred employees on its payroll. Approximately fifty are regular employees and 25 are temporary employees for the summer youth programs. The duties, responsibilities, and compensation levels for all of these employees are based on the PIC's current policies. Workloads for most of these employees are extraordinarily over-extended and reviews of their compensation levels and of the organizational structure are needed.

However, since those issues were last reviewed by the Board of Directors, additional employees have been added to the PIC's payroll with duties, responsibilities, and compensation levels based on policies other than those of the PIC. Requests to add even more such employees to the PIC's payroll are still being received. I need some direction from the Board.

2. The PIC's selection as a "pre-test site" for the Labor Department's proposed definition of "administrative costs" under the *Workforce Investment Act*:

Early last month, the PIC was notified that it had been selected as one of ten local administrative entities across the nation whose financial records would be examined by independent auditors under contract with the U.S. Department of Labor to evaluate whether the ten percent administrative cost limit specified in the *Workforce Investment Act*, as those costs are proposed to be defined in the April 1999 "Interim Final Rule", is realistic.

Early this month, the PIC was notified that representatives of the accounting firm of Carmichael, Brasher, Tuvell, and Savage based in Atlanta, Georgia, would be conducting its "pre-test" review of the PIC's financial records between July 26th and July 29th.

While the final national consequences of that and of the other nine "pre-test" surveys being conducted cannot possibly be known until December of this year at the earliest (i.e., when the "Final Rules and Regulations" for the *Workforce Investment Act* are scheduled to be published), PIC Staff may have a better idea of what those consequences might be earlier than December.

3. The Proposed "Living Wage Ordinance" for San Francisco:

As many of you know, legislation has been proposed creating a "living wage ordinance" for contractors and subcontractors of the City and County of San Francisco. The ordinance would (according to a May 3rd draft of it) affect the levels of hourly compensation and fringe benefits paid to all employees or selected employees (it is unclear) of selected contractors and subcontractors.

Because the PIC is a contractor of The City for some of the programs it administers (refer to item 7.d. of the Council's July 13th agenda), some or all of its employees and those of its subcontractors for those particular contracted programs, could be subject to its provisions if it is enacted.

In the May 3rd version of that proposed ordinance (there are later versions of that proposed legislation which have not been released yet), the basic minimum compensation level proposed is an hourly wage (or, presumably, an hourly equivalent of a salary) of \$11.00 with a larger, but unspecified, amount if certain fringe benefits are not also part of that wage or salary package.

The May 3rd version of that proposed legislation also contains certain exclusions from its provisions. Among them would be "trainees" who would otherwise technically be "employees". However, there are some who reportedly think that participants in "training programs" should not be exempted from the provisions of the proposed ordinance. And, there have been suggestions from representatives of State and Federal Governments that "living wage standards" which have been adopted by other local jurisdictions should be imputed by those State or Federal Government entities to be the "placement goals", "job retention goals", or "self sufficiency goals" for those local jurisdictions.

At present, data are being gathered to estimate how much such a proposal might cost The City in its contracts and subcontracts under the terms and conditions of that proposed ordinance. Since there are apparently later versions than the May 3rd version of that proposed legislation and since it is not possible to discern precisely which version to be used as a basis for that data collection, it is not possible to predict what consequences such legislation might have on the PIC and some or all of its subcontractors. Until last Friday, no data had been requested from the PIC by any of the three agencies of the City and County of San Francisco with which it has entered into contracts.

4. Potential Cash Flow Problems in Selected PY'99 JTPA Programs:

By the first of this month, the PIC had still not received either:

- the Governor's approval of the proposed PY'99 Modification to San Francisco's Job Training Plan which was approved by the Council and the Mayor on April 13th of this year and forwarded to the EDD/JTPD several weeks thereafter; or
- the executed subgrants for the JTPA Titles II and III Programs which that approved plan modification would authorize.

Last week we were orally informed that:

- the Governor's approval of that plan modification "has been approved by the Governor and documentation of that approval is being processed"; and

- the executions of the two subgrants authorizing the PIC to draw down funds under that plan modification and to expend them "were on a fast track".

The only reason for reporting this to you is that the 1999 JTPA Title IIB Summer Youth Employment and Training Program (which has a rather large payroll) is one of the programs that would be authorized by that executed JTPA Title II Subgrant and, by borrowing between the PIC's different accounts, the PIC's Controller believes he has ensured adequate cash flows to meet the payrolls of that program, of the PIC's staff, and other costs which the PIC is incurring.

5. Minor Modifications of the Two JTPA Titles IIA-IIC (8%-State Education Coordination Grants):

At the Council's meeting of May 11th, you approved:

- a PY'99 budget of \$160,000 for the "Fifty-Percent JTPA Titles IIA-IIC (8%- TANF) Project" based upon the PIC Staff's estimate of that amount; and
- a PY'99 budget of \$61,654 for the "Thirty-Percent JTPA Titles IIA-IIC (8%-School-to-Career) Project" based upon the PIC Staff's estimate of that amount.

Subsequently, the California Department of Education (which administers these particular JTPA funds on behalf of the State) notified the PIC that:

- San Francisco's allocation of PY'99 funds for the "Fifty-Percent JTPA Titles IIA-IIC (8%- TANF) Project" would actually be \$173,621 (or, the sum of \$88,491 in PY'99 JTPA funds and \$85,130 in State matching funds); and
- San Francisco's allocation of PY'99 funds for the "Thirty-Percent JTPA Titles IIA-IIC (8%-School-to-Career) Project" would actually be \$58,610 (all of which is from PY'99 JTPA funds because, under these projects, local programs are required to provide the matching funds and, it is proposed that we continue doing so through the Childrens Funds contract between the Mayor's Office of Children Youth, and their Families, the PIC, and the San Francisco Unified School District for the "Mini-STEP").

Unless a member of the Council notifies me of his or her objection, PIC Staff will reconcile the \$13,621 in differences between its prior estimates and these subsequent official allocation figures in the subcontracts that should be developed and executed and it will return at its next meeting for ratification of those actions.

6. The PIC's contract with the San Francisco Redevelopment Agency (SFRA) and the three PIC subcontracts authorized by it:

On June 15th, the San Francisco Redevelopment Commission approved a proposed contract between the SFRA and the PIC for the latter to assume responsibility for the administration and evaluation of employment services subcontracts between the PIC and the Ella Hill Hutch Community Center, the Mission Hiring Hall, South of Market Employment Center, and Young Community Developers. Earlier this month, that contract was executed and letters of intent and one-month advances against the budgets authorized in the contract and each of the three subcontracts were issued. Under the terms of the approved contract, each of the subcontracts will be the same or similar to the predecessor's contracts each had with the SFRA. The contract between the SFRA and the PIC, financed with \$747,000 of tax increment funds, has a duration of one year.

I apologize for only being able to provide you with oral summaries of this report at yesterday's meeting.

cc: PIC Staff
Will Lightbourne and SFDHS Staff
PIC Subcontractors



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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

SEP 07 1999

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DRAFT of MINUTES

for a meeting
of the Private Industry Council of San Francisco
July 13, 1999

Members present: Chairman Craig K. Martin, Mr. Brent Andrew, Ms. Myriam Chen, Ms. Linda Davis, Ms. Vanessa Johnson, Mr. Frederick Jordan, Vice Chairwoman Leslie Luttgens, Mr. Michael Mee, Mr. Maurice Lim Miller, Mr. Eric Mitchell, Mr. Mark Mosher, Mr. Kes Narbutas, Ms. Sheila Peters, Ms. Carol Piasente, Mr. Fairfax Randolph, Mr. Tom Ryan and Ms. Lucy Scarbrough

Staff present: Interim President Raymond Holland, Ms. Brenda Brown, Mr. Wes Dixon, Mr. Alfredo Fajardo, Ms. Karen Hart, Ms. Liz Jackson-Simpson, Ms. Daphne Kay, Mr. Greg Marutani, Mr. Glen Nethercut, Mr. Duran Rutledge, Ms. Roshawn Stanley, Mr. Adrian Trujillo, Mr. Da'mon Vann and Ms. Clara Wong

Public present: Mr. Bill Beiersdorfer, Mr. Tré Braun, Ms. Jennie Carpenter, Mr. Nicholas de Lorenzo, Ms. Margi Dunlap, Mr. Terry Fitzpatrick, Mr. Ed Kachmarik, Ms. Natalie Lopes, Mr. Robert Luna, Ms. Corinna Mak, Ms. Kim Mazzuca, Ms. Maisha Ostergren, Ms. Martha Ruelas, Ms. Aggie Ram, Rev. Ashir Rayikanti, Ms. Zelda Saeli, Mr. Paak Yin Tam and Mr. Nicholas Zibyock

Chairman Craig K. Martin was delayed, and Vice Chairwoman Leslie Luttgens began the meeting without a quorum at 3:05 p.m., hearing non-action items.

The agenda was adopted by acclamation.

Public testimony on agenda items

There was no public testimony on agenda items.

Chairman's report

Mrs. Luttgens said the search for PIC's new president continues. Ms. Piasente, a member of the President Search Committee, explained that the applicant pool has been broadened by bringing on a search firm, whose services are being provided to PIC at no cost, and actively recruiting potential candidates.

A quorum was achieved. Mr. Martin resumed his role as Chairman.

Committee reports

Planning Committee

Mr. Mee presented the Planning Committee's recommendations for subcontractors for the Construction Careers Advancement Program (CCAP) component of San Francisco's Competitive Welfare-to-Work Plan, as outlined in his June 21 memorandum. Since only two proposals were submitted in response to the PIC's \$638,612 CCAP Request for Proposals (RFP), the Committee presented recommendations on how to spend the remaining \$272,182 in funds.

A discussion followed as to why more proposals were not received. Mr. Ryan recommended

that PIC broaden the number of organized labor councils it works with on the CCAP. Mr. Randolph said he believed organizations which might have become involved in the Program were uncertain as to what was needed to get their clients hired after training. Mr. Martin said that he felt labor unions were not doing enough to promote hiring in the construction trades those individuals trained by community-based organizations. Mr. Jordan strongly agreed with this statement and Mr. Ryan also said it was a problem.

A motion to approve the Asian Neighborhood Design and Charity Cultural Services Center as subcontractors for the CCAP was made by Mr. Mee, seconded, and approved by the Council, with Mr. Miller abstaining. Conflict of Interest forms were completed.

Mr. Mitchell said CBOs might be willing to train for the construction trades if PIC could get labor's commitment to let training graduates into the union. He asked if PIC could convene a meeting with labor on this. Mr. Jordan said he would like to participate.

A detailed discussion followed regarding the recommended criteria for evaluating responses to a RFP for San Francisco's CalWORKs-PAES and Formula Welfare-to-Work Plans, as presented in Mr. Mee's second June 21 memorandum. The majority of those speaking supported increasing points awarded to proponents who were most likely to place their trainees in jobs.

A motion to adopt the proposed criteria and to reduce the points awarded for "5. Program Design and Content" from 40 to 35 and to increase points for "6. Link to Employment Opportunities" from 10 to 15 points was made, seconded and approved by the Council, with two votes against, and Mr. Mitchell abstaining.

Refugee Committee

Because the Refugee Committee lacked a quorum at its June 25 meeting, the Council acted as a committee of the whole when discussing the Refugee reports. No testimony was offered by the public.

A motion to approve PIC staff recommendations for the Federal Fiscal Year 1999 County Plan goals, as outlined in Jack Fitzpatrick's June 25 memorandum, was made, seconded, and unanimously approved.

A second motion to approve PIC staff recommendations of subcontractors for FFY 1999 Refugee Employment Social Services and Targeted Assistance employment programs was made, seconded, and unanimously approved. Conflict of Interest forms were signed.

It was noted that PIC has applied to the State for \$27,000 to \$54,000 in \$1.9 million additional RESS funds which California has received.

Jobs For Youth

Mr. Mosher said the Jobs For Youth Gala held in May at City Hall was a success. Funds for JFY were also raised through the event, which promoted youth employment, raising JFY funding for the quarter to \$113,000.

Staff reports

Grant to conduct survey on local job vacancies

Referring to his July 1 memorandum, Mr. Holland asked the Council to accept a grant of \$74,978 from the U.S. Department of Labor to conduct a survey of job vacancies in the western Bay Area. A motion to accept the grant was made, seconded, and unanimously approved.

Governor's actions to implement the Workforce Investment Act

Mr. Holland said he has heard the State's Workforce Investment Board, which will oversee Workforce Investment Act activities in California, may be established by August 1.

Status of three One Stop San Francisco subgrants

Mr. Holland reviewed the status of three One Stop San Francisco subgrants, as outlined in his July 2 memorandum. Funds for the implementation and technology subgrants were frozen a few months ago by the State's Employment Development Department One Stop Office following reporting problems between One Stop San Francisco and the State. Staff is working with the State to clear up this problem, Mr. Holland explained.

Snapshot of changes in PIC revenues

Mr. Holland directed Council members to his July 9 memorandum in which he presented the PIC's revenues over the last four Program Years. Total revenues managed by the PIC between PY 1996 and PY 1999 have more than doubled to \$25,360,231, he said. This encompasses an ever wider variety of programs from various Federal, State and local funding sources, most with different rules and reporting requirements. Mr. Holland speculated whether PIC staff was being overextended by this diversification.

Approval of minutes for the Council's May 11 meeting

A motion to approve minutes as submitted for the Council's May 11 meeting was made, seconded and unanimously approved.

The meeting was adjourned at 4:20 p.m.





AUG 17 1999

SAN FRANCISCO
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of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
ALL EXECUTIVE STAFF

DATE: AUGUST 16, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: ATTACHED ADVISORIES FROM THE SAN FRANCISCO ETHICS COMMISSION

Although the PIC is neither a "Board", nor a "Commission", nor a "Department" under the Charter of the City and County of San Francisco, the PIC has been determined to be a "Local Public Agency" by the State's Fair Political Practices Commission and the PIC is frequently considered to be a "Quasi Department" of the City and County of San Francisco. Therefore, it is suggested that all members of the Council and all personnel of the PIC consider the attached advisory from the Ethics Commission dated July 28, 1999 and entitled "Election Related Activities" to apply to them.

While the PIC is a party to numerous grants, subgrants, and other contractual agreements with various agencies of State and Federal Governments, it also currently contracts with:

1. the San Francisco Department of Human Services (SFDHS) for:
 - a. the "CalWORKs, Non-Custodial Parents, and PAES Programs";
 - b. the "Homeless Employment Collaborative (HEC) Program"; and
 - c. all of the "Refugee Employment Training Programs" (i.e., RESS, RTAP, etc.);
2. the San Francisco Department of Children, Youth and their Families (SFDOCYF) for the "Mini-STEP School-to-Career Program";
3. the San Francisco Mayor's Office of Community Development (SFMOCD) for the "Tax Credit Marketing Program"; and,

as a result, members of the Council and personnel of the PIC should also consider the attached advisory from the Ethics Commission dated July 21, 1999 and entitled "Regulation 1-1-16.510-2" to apply to them. Under this regulation, it will be very difficult to determine when contract negotiations commence and when they have been completed or terminated with respect to each of these and other potential contracts and perhaps contract modifications and, as a result, to determine when a "blackout period" applies.

If you have questions about any specific course of conduct being contemplated, please contact the San Francisco Ethics Commission at (415) 554-9510, Claire Sylvia of the San Francisco City Attorney's Office at (415) 554-4706, or me.

cc: Ginny Vida, San Francisco Ethics Commission
Claire Sylvia, San Francisco City Attorney's Office
Judy Branamen, EDD/JTPD
Lorraine Claassen, Region IX USDOL/ETA



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ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

ISABELLA H. GRANT
CHAIRPERSON

Date: July 28, 1999

To: All Department Heads
All Board and Commission Members

From: Ginny Vida *G.V.*
Executive Director

ROBERT D.
DOCKENDORFF
COMMISSIONER

CAROL M. KINGSLEY
COMMISSIONER

Re: **ELECTION-RELATED ACTIVITIES**

PAUL H. MELBOSTAD
COMMISSIONER

VIRGINIA E. VIDA
EXECUTIVE DIRECTOR

As the November election draws near, the Ethics Commission has received a number of inquiries about the rules that govern the conduct of City officers and employees who wish to engage in election-related activity. This memorandum sets forth some general guidelines. The memorandum is intended only as a general guide and does not constitute legal advice about a particular course of conduct. If you have questions about a specific course of conduct, please contact the Ethics Commission at (415) 554-9510 or Deputy City Attorney Claire Sylvia at (415) 554-4706.

I. Use of City Resources

It is unlawful for City officers or employees to use public resources or personnel to engage in political activity relating to elective offices and ballot measures at the federal, state and local level. City officers and employees may not engage in political activities while on duty and may not use city resources, such as photocopy or fax machines for political activities. The ban on engaging in political activity while on duty prohibits such activities as circulating petitions, addressing envelopes or engaging in any other political activities that use City resources or divert you from your assigned duties.

Considerable penalties may be imposed for violation of these rules. Misappropriation of public funds is a felony punishable by imprisonment for two, three, or four years, and may result in a bar from holding public office in the state. Use of City funds for political or election activities also may be deemed official misconduct that justifies removal of a public officer or provides cause to fire a public employee.

II. Off-Duty Political Activities by City Officers and Employees

City officers and employees generally have a First Amendment right to engage in political activities while off duty. Nevertheless, certain restrictions on political activity apply even off-duty. Officers and employees may not directly or indirectly solicit funds from other officers or employees of their local agency or from persons on employment

THE
ANTHROPOLOGY OF THE
FUTURE

BY
J. H. HENNESSY

THE ANTHROPOLOGY OF THE FUTURE is a book which will be read with interest by all who are concerned with the future of the human race. It is a book which will be read with interest by all who are concerned with the future of the human race. It is a book which will be read with interest by all who are concerned with the future of the human race.

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lists of the local agency. (*See* Govt. Code §3205.) In addition, officers and employees of local agencies may not participate in political activities of any kind while in uniform. (*See* Govt. Code §3206.)

City officers and employees may not use their official positions to influence elections. For example, a board or commission may not vote to endorse a measure or a candidate, and a City official may not distribute campaign literature along with official forms. This prohibition does not affect the ability of individual officers and employees to take a public position on an electoral race or a ballot measure. In addition, acting as private citizens, City commissioners, and other officers and employees may endorse candidates or measures even where the commission as a group may not.

III. Solicitation or Acceptance of Campaign Contributions by Appointed Board Members

Members of appointed boards and commissions may not solicit, accept or direct campaign contributions of more than \$250 from any party or participant in any use entitlement proceeding pending before the board or commission, during the proceeding or for three months after the final decision is rendered in the proceeding. (*See* Govt. Code §84308(b).) This rule applies whether the contributions are sought for the official or for someone else, and whether the contributions come directly from the party or participant, or are made by an agent acting on behalf of the party or participant. (*Id.*) For purposes of section 84308, contributions include contributions for candidates or committees in federal, state, or local elections. (*See* Govt. Code §84308(a)(6).) Section 84308 also requires a member of an appointed board or commission to disqualify himself or herself from any participation in any use entitlement proceeding involving a party or participant (or their agent) from whom the official received a contribution of more than \$250 in the 12 months prior to the proceeding. (*See* Govt. Code §84308(c).) The \$250 threshold applies to the combined total of all contributions from the party or participant and from an agent of the party or participant.

IV. Other Prohibited Election-Related Activity

State law also prohibits certain activities related to the gathering of petition signatures. In particular, no person may threaten to harm a person circulating a petition or the petition circulator's family with the intent to dissuade the petition circulator from circulating the petition or in retaliation for circulating the petition. (*See* Cal. Elec. Code §18630.) Nor may any person threaten to harm a petition circulator's property or the property of the petition circulator's family with the intent to dissuade the petition circulator from circulating the petition. (*Id.*) State law also prohibits taking a petition from a petition circulator by force. (*See* Cal. Elec. Code § 18631.) A violation of these provisions is a misdemeanor.

If you have any additional questions, please contact the Ethics Commission at (415) 554-9510.



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ETHICS COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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HENRI E. NORRIS
VICE-CHAIRPERSON

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COMMISSIONER

CAROL M. KINGSLEY
COMMISSIONER

PAUL H. MELBOSTAD
COMMISSIONER

VIRGINIA E. VIDA
EXECUTIVE DIRECTOR

Date: July 21, 1999

To: All Department Heads
All Members of Boards and Commissions

From: Ginny Vida *GV*
Executive Director

Re: Regulation 1-1-16.510-2

At its May 10, 1999 meeting, the Ethics Commission adopted Regulation 1-1-16.510-2, ("Regulation") which clarifies the blackout period during which contractors are prohibited from making contributions to City officers. Because the Board of Supervisors did not veto the Regulation within 60 days, the Regulation became effective on July 9, 1999. See S.F. Charter Section 15.102.

The Campaign Finance Reform Ordinance ("CFRO") creates a blackout period during which prospective contractors who are seeking business with the City are prohibited from making contributions to the City officers who have the power to approve the contract, candidates seeking election to such offices, and committees controlled by such officers and candidates. Knowing or willful violations of this provision are punishable by a fine of up to \$500, a jail term of up to six months, or both. See S.F. Admin. Code Section 16.501, *et seq.*

The Ethics Commission proposed this Regulation to provide guidance for determining when negotiations have commenced or been completed or terminated within the meaning of the CFRO. The Regulation clarifies that negotiations begin when a prospective contractor first communicates with a City officer or employee about the possibility of obtaining a specific contract. This first communication may occur in person, by telephone, or in writing. The regulation provides examples of communications that commence negotiations and examples of communications that do not commence negotiations.

Please distribute this memorandum and the attached Regulation to persons in your department who are in contact with prospective contractors. Please ask these persons to make this memorandum and the Regulation available to such contractors.

If you have questions about the Regulation, please contact the Ethics Commission at (415) 554-9510.

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THE OFFICE OF THE ATTORNEY GENERAL
STATE OF NEW YORK



IN SENATE,
January 10, 1906.

REPORT
OF THE
ATTORNEY GENERAL,
JAMES C. CLARK,
FOR THE YEAR 1905.

ALBANY:
JAMES B. LEECH, STATE PRINTER,
1906.

Published by the State of New York,
under the authority of the Senate,
in compliance with a resolution
passed at its session, April 11, 1905.

THE OFFICE OF THE ATTORNEY GENERAL,
STATE OF NEW YORK,
ALBANY.

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in compliance with a resolution
passed at its session, April 11, 1905.

**San Francisco
Ethics Commission**



1390 Market Street, Suite 801
San Francisco, CA 94102
Phone 554-9510 Fax 703-0121

**Ethics Commission Regulation 1-1-16.510-2:
Commencement, Completion and Termination of Negotiations, Defined.**

- (a) Commencement of Negotiations. Negotiations are commenced when a prospective contractor first communicates with a City officer or employee about the possibility of obtaining a specific contract. This initial communication may occur in person, by telephone, or in writing, and may be initiated by the prospective contractor or the City officer or employee.
- (1) Examples of communications between prospective contractors and City officers and employees that commence negotiations include, but are not limited to, the following: A prospective contractor contacts a City officer or employee to promote himself or herself for a specific contract; a City officer or employee contacts a prospective contractor to propose that the contractor apply for a specific contract; a prospective contractor submits a bid, proposal or response to a Request for Qualifications to compete for a specific City contract.
 - (2) Examples of communications between prospective contractors and City officers and employees that do not commence negotiations include, but are not limited to the following: Inquiries regarding a particular contract, and requests for information or documents relating to a Request for Proposal or Request for Qualifications, provided that the inquiry or request does not involve promotion of the prospective contractor's interest in a specific contract; distribution or receipt of Requests for Proposals; distribution or receipt of Requests for Qualifications; attendance at an interested persons meeting that is open to the public; and requests to be placed on a mailing list.
- (b) Completion of Negotiations. Negotiations are completed when a contract is finalized and signed by the City and the contractor.
- (c) Termination of Negotiations. Negotiations are terminated when the City and/or the prospective contractor end the negotiation process before a final decision is made to award the contract.
- (1) Examples of actions that terminate negotiations include, but are not limited to, the following: A prospective contractor formally withdraws or is disqualified from consideration for a specific contract.

Approved by the San Francisco Ethics Commission on 5/10/99
Effective 7/9/99

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

Please RSVP to the PIC's receptionists at 415/431-8700 no later than Friday, September 10, 1999

DATE: Tuesday, September 14, 1999
TIME: 3:00 - 4:30 P.M.
LOCATION: PG&E Energy Center
851 Howard Street
(between Fourth & Fifth streets)

Proposed agenda appears on reverse side

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Issued September 3, 1999



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(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415-554-6083.

Proposed agenda

1. Public testimony on proposed agenda items
 2. Adoption of agenda *
 3. Adoption of minutes from the July 29th ^{of} meeting (enclosed)* *Rec'd only 7/13/99 minutes*
 4. Chairman's report (oral presentation)
 5. Forum
PowerPoint presentation by participants in the San Francisco Unified School District's Educational Component of San Francisco's '99 JTPA Title IIB Summer Youth Employment and Training (SYETP)
 6. Committee reports
 - a. Planning Committee
 - i. Recommendations for Year Four of the Homeless Employment Collaborative (enclosed) *
 - ii. Recommended Adult and Youth Employment Competencies (AECs and YECs) for PY'99 JTPA Title II Programs (to be provided by September 14) *
 - b. Search Committee Status (oral presentation)
 7. Presentation by representatives of the *Workforce Investment Act* (WIA) Transition Team (to be provided by September 14)
 8. Staff Reports
 - a. Proposed grant application for a "Youth Opportunity Grant" (enclosed) *
 - b. State and local actions to implement the *Workforce Investment Act* (oral presentation)
 - c. Statuses of the three One Stop San Francisco Subgrants (to be provided by September 14th)
 - d. Responses to the Request For Proposals subcontracts under the CalWORKs, Non-Custodial Parents (NCP), Personal Assisted Employment Services (PAES) and the Formula Welfare-to-Work Plans (oral presentation)
 - e. Plans for surplus funds in the Construction Careers Advancement Program component of the Competitive Welfare-to-Work Plan (oral presentation)
 9. Interim President's report (to be provided by September 14)
 10. Public testimony of issues not on the agenda
 11. Adjournment *
- * May require Council action



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL MEMBERS OF THE COUNCIL

DATE: SEPTEMBER 3, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: PRELIMINARY SUMMARY OF A PROPOSED SAN FRANCISCO APPLICATION FOR A
"YOUTH OPPORTUNITY GRANT"

The *Workforce Investment Act* authorizes up to \$250 million for an undetermined number of "Youth Opportunity Grant" (YOGs) projects that are to be procured through a nationwide competition. These are intended to be "saturation youth development projects" targeted primarily on Empowerment Zones and Enterprise Communities that have been previously designated by the Secretary of Housing and Urban Development. All youths, between the ages of 14 and 21 years who reside in the designated Empowerment Zone or Enterprise Community, would be eligible for services regardless of income.

Services are to include youth development (e.g., activities related to leadership development, citizenship, community service, and recreation), community centers, and the objectives are to improve the participants' educational attainments, reduce their dropout or truancy rates, to improve their labor force statuses, and to provide followup services for at least 24 months. Performance measures and levels are to be negotiated with the Secretary of Labor for each grant selected.

On June 2nd of this year, the U.S. Department of Labor issued a Solicitation for these Grant Applications. It specifies a submission date of September 30th of this year.

Representatives of the PIC and of the Jobs For Youth Program have formed a steering committee of and have engaged in some wide ranging consultations with representatives of the public and private non-profit sectors who serve residents in or have a presence in one or more of the following communities (please refer to the attached map):

- the South of Market Enterprise Community (i.e., census tracts numbered 177 and 201.98);
- the Mission Enterprise Community (i.e., census tract number 229);
- the Bayview Enterprise Community (i.e., census tracts numbered 231 and 609); and
- the Visitacion Valley Enterprise Community (i.e., census tract number 605).

Attached is a preliminary summary of the proposed application which staff recommends the Council endorse in concept. Prior to the Council's September 14th meeting, representatives of the PIC and of Jobs For Youth will also seek a similar endorsement from the Enterprise Community Board.

Representatives of the PIC and of Jobs For Youth will be available to answer questions at the Council's meeting of September 14th.

cc: Will Lightbourne, SFDHS
Pam David, MOCD
PIC Staff

SF's 1999 YOG PROPOSAL TO USDOL NETWORK OF YOUTH SERVICES

US Department of Labor's Youth Opportunity Grant (YOG):

- San Francisco is applying for Up to \$8 million per year;
- Approximate total \$35 million over five years;
- Applications due 9/30/99
- \$250 million this year for DOL to give nationally
- DOL expects to award 25 to 30 grants starting in January 2000
- A local YOG Steering Committee is required to help oversee the grant over the 5-yr duration of grant;
- Required partners (and on steering committee) are listed on page four
- PIC is required applicant and fiscal agent;
- Single lead agency required;
- YOG Centers required;
- All youth residents ages 14 to 21 of four federally-designated EC areas are eligible;
- Minimum 24 months follow-up.

YOG Framework required in WIA law:

1. Individualized Needs Assessment
2. Individualized Service Strategies;
3. Preparation for post-secondary education and/or employment; linkages between academic and occupational learning, connections to intermediaries;
4. Menu of Program Elements (see above for those required);
5. Access to Information and Referrals.

YOG Program Elements Required in WIA law:

- (1) Educational activities: (tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention & alternative schools)
- (2) Employment activities: (summer jobs linked to year-round academic and occupational learning, internships, paid and unpaid work experience, job shadowing, etc.)
- (3) Supports: (Adult Mentoring, Comprehensive Guidance and Counseling, including substance abuse counseling and other referrals; transportation, etc.)
- (4) Civic Engagement and Leadership: (Soft skills and positive social behavior, decision-making, team work, etc)

(pg 2 of 4) DRAFT of YOG NETWORK of YOUTH SERVICES -- 1999 YOUTH OPPORTUNITY GRANT (YOG) PROP. TO US DOL

Youth Outreach/Street Workers: Peer Youth who have "made it" (also first rung of YOG career ladder); Use Varied Approaches (i.e., street-workers at housing projects, at hang-out places for youth, schools, "Street Soldiers" style, use media outreach and SLUG approach w/ DHS "Restoration Project"; AND REFERRALS by CBOs, One-Stop, Housing, Foster Care, SFUSD/Community Day Schools, YGC/Juvenile Probation and others.

Approx. 3, 850 total ELIGIBLE YOUTH (ages 14-21, who are RESIDENT in one of SF's 4 Federally-designated Enterprise Communities: Bayview-Hunters Point, the Mission, Visitation Valley, SOMA (North Mission area on map) YOUTH enroll at a YOG Center in one of the ECs, (sites at YOG listed below)

YOG CENTERS (req'd by YOG in EC areas); Required to have: "Intake, Indiv. Assessment; Invid Svcs Strategy; Info and Referral" Will have Links w/ 1-Stops, YouthlineSF, and the SF Library database. YOG Case Mgmt Svcs by "Yth Develop. Specialists" are housed primarily here and who will head Interdisciplinary Case Mgmt Teams for each YOG youth as needed; YOG Ctrs have MIS system for on-going/long-term follow-up for min. 24 mos. required by grant, YOG Ctrs will deliver some required YOG program elements (also some at satellites and some contracted out svcs; PLUS providing "safe places" and OTHER support and fun activities at YOG Ctrs; Recreation, incl. Gyms, Arts, Creative activities, links w/family supports.

BAYVIEW-HUNTERS POINT EC

YOG Centers:

- (1) Beacon Center at Gloria R. Davis (SFES - Michael Gonzales)
- (2) YMCA 4705 3rd St. (old school)
- (3rd) Newcomb (new/rehab const.)

(Cheryl Smith-Thornion)

On site Svcs:

- +Educ. Tutors;
- +Yth Dev/Support;
- +Civic Leadership;
- +Arts & Recreation (+ 'JolieGym'?)

Satellite YOG Ctr/One-Stop Link:

- (walking distance--2 blocks)
- SE Cmnty College, a 1-stop hub (Dean Honeycutt)

On-Site Svcs at Satellite:

- +Full Info and Referral
- +Cmnty. College Links; (higher ed. GED, Empl/Tr. Certif.)
- +JFY collaborative/EDD linkage, +TANF Link, DHS;
- +Child Care (1 h. to long-term);
- +Head Start w/SF State;

+Teen parents; Rennaiss. (on-site cbo)

SOMA EC ("North Mission")

YOG Center:

- Arriba Juntos, 1840 Mission St. (Tony Lugo)

On Site Svcs:

- +Yth Employment svcs
- +Priv Foundation-funded Envir Job Training Program, linked w/Friends of Urban Forest & Enterprise for HS Students;
- +Family Support' grant DHS
- +Computer Labs (extensive)
- +Recreation Rooms, space to expand
- +Total of 18,000 sq ft in newly rehab space; bldg owned by arriba juntos;
- +Already planned to move out the adult programs anyway.

Satellite YOG Ctr/One-Stop Link:

- (walking distance--2 blocks)
- 3120 Mission Street, a 1-stop hub

On-Site Svcs at Satellite:

- +Full Info and Referral
- + Job Corps link

VISITACION VALLEY EC

YOG Center:

- Boys & Girls Club in Sunnydale Public Housing Project, 1654 Sunnydale Ave. (Gary Banks)

- {B and G Club agreed; Need agrmnt w/Housing}

On-Site Svcs:

- +SFES tutors;
- +Comp Lab;
- +Yth Development & Civic Leadership;
- +Arts programs;
- +Recreation;

Need \$ for:

- +Increase Staff,
- +Increase educ via expanding existing (2 days/wk) link w/SFES
- +More Activities/Equip for the Recreation Room;
- +Other?

MISSION EC

YOG Center:

- Mission Neighborhood Center (MNC) 2705 Bryant Street [at 25th] (Sam Ruiz)

- (MOU w/SFUSD for full-time use of half of bldg; & full space after 4 pm (Tutoring & Dropout prev progs after 4 pm in the space SFUSD still uses).

On-Site Services: Wellness Found. \$ HOMEY Program : "Homies Organizing The Mission to Empower Yth" is a Youth-led (planned and run) cmnty-building, civic leadership, violence reducing, youth dev. init; Program activities help youth:

- Give back to their cmnty
- Pursue education
- Get better jobs
- Vehicles to achieve goals;
- Youth-led media outlets (new magazine, TV station, radio)
- Beautif. projects in Mission
- Yth Wk Prof. Career-ladder

BAYVIEW-HUNTERS POINT EC (Continued):

YOG Direct-Link w/CBOs: (nearby)

- (A) *SFES: (SF Educational Svcs):* (insert address Cmnty Building;)
- * + Program/Svcs Links w/the BEACON SCHOOL at Gloria R. Davis Middle School; *SFES is its lead cbo and fiscal agent.*
- +Beacon supplements: Gym, tutors, facility use, family supports.

** Also at this BEACON is the "YCD" yth empl program; draws older yth there after school hrs.

- +*SFES Educ. services:* GED, huge Computer Lab; training for Web-page developers;
- +Juv prob Link: on-site ARIA HS for prob and SFUSD-ref'd troubled yth/offenders
- +Foster Care linkage, incl in-home tutoring (500 yth) mental health svcs Link on-site (upstairs) with: +Rockefeller Edtn "JOBS Initiative" +Healthy Start

(B) *SLUG: (SF League of Urban Gardeners)* (insert address) Yth Empl/Tr prog, MicroEnterprise.

(C) *Young Community Developers: (YCD)* (insert address); offers SYETP, yr-round Empl&Tr Progs in Clerical & Constr; and is a MYEEP site (PEPNet).

NOTE: FOR ALL EC AREAS. See next pg (pg 4) for City-wide list of additional key entities with whom YOG would seek to contract with and/or link (and those req'd marked w/*).

SOMA EC (Continued):

YOG Direct-Links w/CBOs: (nearby)

- (A) *The Family School: 548 Fillmore Street; offers STRIVE, Wto W; GED; on-site Child Care. (Add more specifics on YOG link)*
- (B) *JUMA Ventures: (PEPNet) MicroEnterprise Yth Dev, Yth Empl program: run Ben and Jerry's Scoop Shops: sell ice cream and football games in at prof baseball and football games in SF Candlestick Park.* (Add more specifics on YOG link)

VISITACION VALLEY EC (Continued):

YOG Satellite for VValley (&Beacon School Direct Linkage): "Visitation Valley Cmnty Center"; (Julie Cavanaugh) Van Svc fr B&G Club. * Was Originally a Settlement House

On-Site Services:
+Yth Empl: a MYEEP site (PEPNet) and SYETP
+Sr Svcs Center and ch care/tutoring, activities for ages 2 to 11.
*+CDBG \$'99: ADA accessibility *+Lead cbo and Fiscal agent for neighborhood Beacon School/Center just up the hill from VVCmnty Ctr.
+Beacon supplements: Gym, tutors, facility use, family supports.

Need YOG \$ For:
+Expanding Yth Empl staff & svcs
+Expand Ages Served of curr. Svcs: Tutoring; Yth Dev/Supp Svcs;
+Exp existing DHS "Peer Resources" program link w/Mission Neighborhood Ctr (Sam Ruiz) to serve 14 to 21age grp.
+Develop Intergenerational Mentoring Program w/on-site Seniors at Senior Center

YOG Direct-Link w/CBO: (nearby)
+VVJnet (Larry Fleming) (need address and description here)

Mission EC (Continued):

Space includes:
+ large room for youth club mtgs, resource room, art & various activities and staff office space;
+ 4 classrooms w/full Computer Lab and Internet access
+ very large, (sunny/skylights)

Atrium Youth lounge area;
+ Recreation Room (btl games, etc)
+Auditorium; plus weight room/gym
+Landscaped Interior Courtyard
++ YOG Direct-Links (on-site):
+ YWCA "Girls Program";
+ Horizons Youth Empl Progr., Substance Abuse
+ SYETP (MNC);
+ Fam. Supp Ctr (DHS);
+ Americorps (as tutors, mentors)
+ Other?

Additional Linkage:
The Precita Center of MNC; family support services

Need YOG \$ for:
+ More Staff
+ Expanding program activities
+ more recreation equipment and game tables
+ paint, some minor bldg improvements
+ other

NOTE

In addition, the following city-wide Youth-serving entities are those with whom YOG in SF would seek to contract and/or link (not in any order) (Those REQUIRED in the grant are marked with *):

Housing*;
Community College* (Lisp SE Cmnty Ctr and Evans Campus;
SF State University*;
SLUG
AFL-CIO - Tom Ryan*;
Conservation Corps*;
JUMA;

(b) * Additional labor and Private Sector Linkages (beyond YMCA's and Boys and Girls Club etc) are also required and are being developed (large Corporations, Sm. Bus., Fdms, Chamber, etc

Bridges fr School to Work*
(devel. and other disabil.*);
The Family School;
Job Corps*;
PIC* JFY Collaborative*;
YMCAs*;
Boys and Girls Clubs*;
School to Career* Partnership;
SFUSD*; incl PP/V STEP
YGC/Juv Probation*;
City Police Dept*;

DHS* Incl Foster Care, new Truancy Intervention/TANF program;
Health Dept*;
DoCY*;
Rec and Park Dept*;
SF Main Library;
MCJC*
Delancey Street;
Mission Hiring Hall
Other?

SF Enterprise Community Census Tracts



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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN JR.

DATE: AUGUST 31, 1999

FROM: MICHAEL MEE, CHAIRMAN OF THE PLANNING COMMITTEE

RM DGM

SUBJECT: RECOMMENDATIONS FOR YEAR FOUR (OCTOBER 1, 1999 – SEPTEMBER 30, 2000) OF THE HOMELESS EMPLOYMENT COLLABORATIVE

BACKGROUND

Funding for the Homeless Employment Collaborative (HEC) has been allocated to the PIC for the three year period October 1, 1996 to September 30, 1999 by the U.S. Department of Housing and Urban Development (HUD). In August of 1998 the City of San Francisco applied for a two year renewal of the HEC. The application was subsequently approved by HUD on December 23, 1998.

Recommendation:

Based on the HEC subcontractors' performances during the initial three year grant period, the Planning Committee recommends the following amounts of funding for the HEC Year Four subcontractors:

1. Four HEC subcontractors are recommended for an increase of funds for Year Four because during the initial three year grant period, they exceeded their contract goals.

Central City Hospitality House	\$98,853
Episcopal Community Services	\$134,791
Northern California Service League	\$73,500
Swords to Plowshares	\$73,125

2. Six HEC subcontractors are recommended for the same amount of funding as they received in Year Three.

Arriba Juntos	\$125,688
Catholic Charities	\$22,500
Community Housing Partnership	\$96,480
Goodwill Industries	\$40,635
San Francisco Vocational Services	\$28,530
Toolworks Inc.	\$42,000

3. HEC subcontractors are being recommended for six-month contracts only because of unsatisfactory performance during the initial three year grant period. Their performance will be re-evaluated on or before April 1, 2000.

Center for Employment Training	\$10,945
Mission Hiring Hall	\$31,000

cc: HEC Subcontractors, PIC Staff

Bonita Davenport, SHP Grants Manager, DHS, George Smith, Coordinator, Mayor's Office on Homelessness



10/1/1911

Dear Sir,

I have the honor to acknowledge the receipt of your letter of the 28th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Yours faithfully,

W. H. Smith & Co. Ltd.

General Manager

15, Abchurch Lane, London, E.C. 4



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

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(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415-554-6083.

Revised Proposed agenda

1. Public testimony on proposed agenda items
2. Adoption of agenda *
3. Adoption of minutes from the July 13th meeting (previously mailed)*
4. Chairman's report (oral presentation)
 - a. Introductions of the new Co-Chairpersons of the Committee of Contracting Agencies (Craig King, San Francisco Vocational Services, and Zelda Saali, Asian Neighborhood Design)
 - b. Introductions of the Managers of the Career Link Center (Greg Johnson) and of the Southeast Career Center (Cedric Jackson)
 - c. Introductions of San Francisco's 1999 JTPA Alumni of the Year (Anthony and Freeta Holmes of the Renaissance Entrepreneurship Center)
5. Forum
PowerPoint presentation by participants in the San Francisco Unified School District's Educational Component of San Francisco's '99 JTPA Title IIB Summer Youth Employment and Training (SYETP)
6. Committee reports
 - a. Planning Committee
 - i. Recommendations for Year Four of the Homeless Employment Collaborative (previously mailed) *
 - ii. Recommended Adult and Youth Employment Competencies (AECs and YECs) for PY'99 JTPA Title II Programs (withdrawn --- postponed to the November meeting)
 - b. Search Committee Status (oral presentation)
7. Presentation by representatives of the San Francisco *Workforce Investment Act* (WIA) Transition Team (enclosed)
8. Staff Reports
 - a. Proposed grant application for a "Youth Opportunity Grant" (previously mailed) *
 - b. State and local actions to implement the *Workforce Investment Act* (oral presentation)
 - c. Statuses of the three One Stop San Francisco Subgrants (to be provided by September 14th)
 - d. Responses to the Request For Proposals subcontracts under the CalWORKs, Non-Custodial Parents (NCP), Personal Assisted Employment Services (PAES) and the Formula Welfare-to-Work Plans (enclosed)
 - e. Plans for surplus funds in the Construction Careers Advancement Program component of the Competitive Welfare-to-Work Plan (oral presentation)
10. Interim President's report (to be provided by September 14)
11. Public testimony of issues not on the agenda
12. Adjournment *

* May require Council action

San Francisco WIA Transition Team

RECEIVED SEP 7 1999

September 3, 1999

Mr. Craig Martin
Private Industry Council
1650 Mission Street, Suite 300
San Francisco, CA 94103-2490

Active Members:

Steve Arcelona
Job Corps

David Bracker
Arriba Juntos

Nicholas de Lorenzo
National Council on the Aging
Chair, One Stop Committee

Mary Edinton
Goodwill
PIC Council Member

Ray Holland
PIC Interim President

Dwayne Jones
Young Community Developers

Patie Lopez
The Family School

Tony Lugo
Arriba Juntos
CCA Taskforce

Phyllis McGuire
City College of San Francisco

Kim Mazzuca
Jewish Vocational Services

Doris Ng
CFESS WIA Taskforce
Equal Right & Advocates

Lucy Scarbrough
EDD San Francisco

Tiana Wertheim
DHS San Francisco

Dear Craig

The newly formed San Francisco WIA Transition Team wishes to make a brief presentation at the upcoming PIC Council meeting. Please arrange to have the presentation listed on the agenda.

The WIA Transition Team is a group of San Francisco workforce development partners who serve to assist, advise and influence the setting of public policy at both the local and state levels to ensure an effective transition and implementation of the Workforce Investment Act in San Francisco.

Our areas of involvement are:

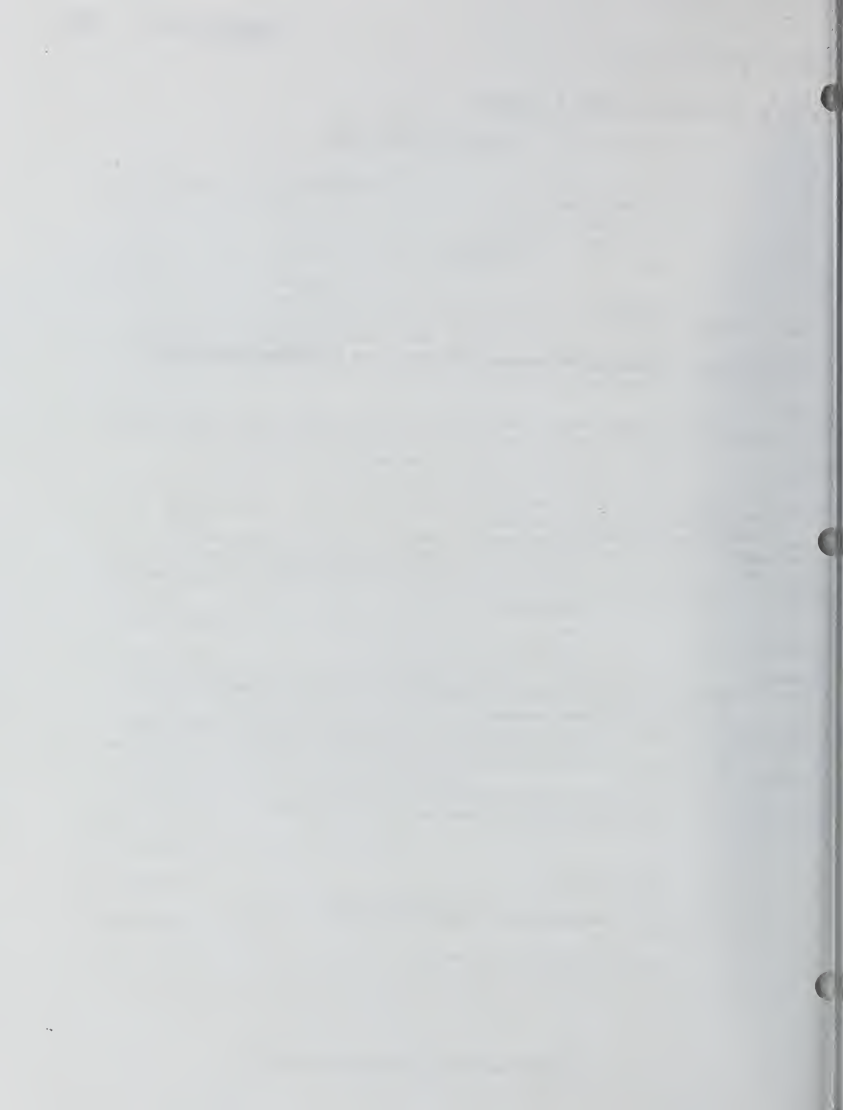
- Advisory committee to local and state WIB's.
- Inform and prepare the CBO service providers for the transition and implementation.
- Assist in the development of the certification standards, performance measures and ITA's.
- Help develop the proposal for the One-Stop structure.
- Ensure effective delivery of services for all disadvantaged people of our community.
- Help establish "youth" as a priority of the service delivery system.
- Assist CBO's with linkages to the One-Stop.

We look forward to the opportunity to address the council and believe that our partnership will net great benefits for all involved parties.

Sincerely yours,

SAN FRANCISCO WIA TRANSITION TEAM

cc: Ray Holland, Interim President





PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
MAYOR WILLIE L. BROWN, JR.

DATE: SEPTEMBER 9, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: STATUS REPORT ON THE SOLICITATION OF PROPOSED SUBCONTRACTS FOR
SAN FRANCISCO'S CALWORKS, FORMULA WELFARE-TO-WORK, NON-CUSTODIAL
PARENTS, AND PERSONAL ASSISTED EMPLOYMENT SERVICES PLANS

On July 1st, notices were published in local newspapers and mailed to interested organizations and individuals which the PIC maintains on mailing lists for all Requests For Proposals. The notices announced a solicitation for proposed subcontracts under San Francisco's CalWORKs, Formula Welfare-to-Work, Non-Custodial Parents, and Personal Assisted Employment Services would be released at a Bidders' Conference scheduled on July 12th.

On July 12th, copies of that RFP were distributed and a Bidders' Conference of approximately two hours in length was conducted. The proposed subcontracts being solicited were to be hybrids based, in part, on "fixed-unit-price, performance-based" principles and, in part, on "cost reimbursement" principles. Because of the complexity of these instruments, of the complexity of a single solicitation for what are at minimum four distinct sources of funds and requirements, and of the fact that not all information on "San Francisco's Non-Custodial Parents (NCP) Demonstration Project" portion of that RFP was available, another technical assistance session was scheduled for and conducted on July 19th.

On July 19th, the PIC was notified that the U.S. Department of Labor had adopted and published a policy that requires two sets of financial records to be created and maintained for every "fixed-unit-price, performance-based" contract that is financed with federal Welfare-to-Work funds. One set of records is required to be maintained on "fixed-unit-price, performance-based" principles and the other set of records is required to be maintained on "cost reimbursement" principles.

Since such a policy would expose the PIC to almost unlimited liability for whichever of the two bases of contract payment favored a subcontractor under circumstances that are beyond the control of either party and since it would double the administrative costs of the PIC and its subcontractors in maintaining and attempting to apply two sets of financial records, on August 3rd the PIC issued a public notice in local newspapers and for all parties on its mailing lists withdrawing the RFP issued on July 12th. The same notice also announced the issuance of a new RFP and the conduct of another Bidders' Conference on August 13th.

On August 13th, copies of a new RFP were distributed and a Bidders' Conference of approximately three hours in length was conducted. The proposed subcontracts being solicited were to be based solely on "cost reimbursement" principles and the final date upon which proposals would be accepted was extended to September 3rd.

By 5:00 p.m. on September 3rd, the required four copies of a total of 64 proposed subcontracts had been submitted to the PIC. Three additional proposed subcontracts were disqualified either because fewer than four copies were submitted or four copies were submitted but after that deadline time or date.

On September 7th, copies of each of the 64 proposals submitted were distributed to nine reviewers from the staffs of the PIC and the San Francisco Department of Human Services (SFDHS) for the first round of reviews. At the same time, each reviewer was asked to execute a conflict of interest statement with respect to all organizations whose proposals were going to be reviewed. Eventually, each proposal should be reviewed by no fewer than three individuals.

Tentatively, the PIC Staff hopes to publish its recommendations to the Council's Planning Committee by September 24th, have public hearings conducted on September 30th and (if necessary) October 1st, and ask the Council's Board of Directors (acting on behalf of the full Council) and the Mayor to review and approve the subcontractor selections by October 12th at the latest.

By that date, representatives of the PIC and the SFDHS plan to complete their collective efforts to refine the recruitment and referral process for CalWORKs and PAES Recipients who are interested in enrolling in an employment training program. The primary objectives of these refinements are to increase and stabilize the flow of appropriate individuals in SFDHS programs to PIC programs and to position the multiple sources of financing for the latter so that they can be strategically selected for each appropriate individual and readily provided in a manner that is seamless and invisible to the recipient.

Please let us know if there are any questions.

cc: PIC and SFDHS Staffs
All Proponents



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
PRIVATE INDUSTRY COUNCIL

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THE NOVEMBER 9TH COUNCIL MEETING HAS BEEN CANCELLED

Issued November 2, 1999

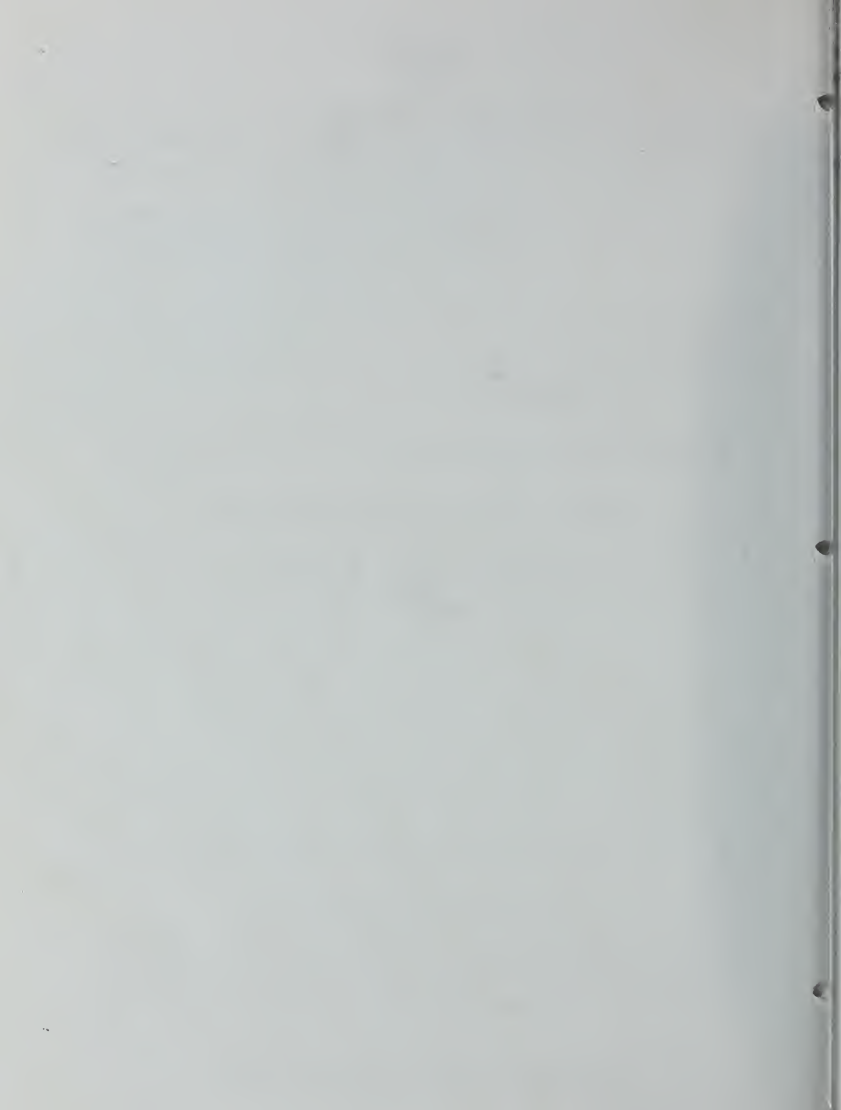


If you require special accommodation due to a disability, please call Roberta Fazande
at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance

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(Chapter 67 of the San Francisco Administrative Code)**

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1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
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DEC 14 1999

SAN FRANCISCO
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of San Francisco, Inc.

MEMORANDUM

TO: ALL COUNCIL MEMBERS
ALL ONE STOP PARTNERS
ALL PIC SUBCONTRACTORS

DATE: DECEMBER 9, 1999

FROM: RAYMOND R. HOLLAND

SUBJECT: WHO, WHAT, WHEN, AND, PRELIMINARILY, HOW

Attached are:

- a template of a December 3rd letter from the State's Secretary of the Health and Human Services Agency transmitting the "Initial Planning Guidance and Instructions for Submission of the Strategic Five-Year Local Plans for the Workforce Investment Act of 1998";
- the preliminary formula allocations of Program Year 2000 (PY'2K) Workforce Investment Act Title I Funds with and without the Hold Harmless Factor authorized for the Job Training Partnership Act Program Year 1999 Programs; and
- lists of:
 - the Council Members who have been asked and have agreed to serve on the Council's "Strategic Transition Committee"; and
 - the individuals who have been asked and have agreed to serve on the "Transitional Youth Council" which will be a subcommittee of the "Strategic Transition Committee".

Since no Local Workforce Investment Areas have been designated and no Local Workforce Investment Boards have been certified yet, it is not clear precisely to whom the December 3rd letter from Secretary Johnson has been addressed.

It is not yet clear if the attached figures for the WIA allocations are based on the actual or on hypothetical amounts of appropriated WIA Title I funds that will be allotted to the State of California. For the City and County of San Francisco, the comparison between its actual PY'99 JTPA allocations and the two possible sets of PY'2K WIA allocations are as follows:

JTPA Subparts	PY'99 Allocations with Hold Harmless	PY'2K Allocations With Hold Harmless	PY'2K Allocations Without Hold Harmless	WIA Parts
Title IIA (77% Formula)	\$1,947,479	\$2,149,814	\$1,989,828	Title I (Adult Formula)
Title IIA (5% OIP)	\$322,952			
Title IIIA (Formula)	\$2,024,202			
Title IIIA (40%)	\$300,000			
Title IIB (SYETP)	\$2,429,610	\$2,378,734	\$1,581,421	Title I (Youth Formula)
Title IIC (82% Formula)	\$233,119			
Titles IIA/C (5% Incent)	\$0			
Titles IIA/C (5% SALT)	\$25,000			
Titles IIA/C (8% SECG)	\$147,101			
Sum, All Subparts	\$7,429,463	\$4,528,548	\$3,571,249	Sum, All Parts
State Totals	\$568,867,476	\$268,698,705	\$268,698,705	State Totals

Public hearings of the Council's "Strategic Transition Committee" and its "Transition Youth Council" will be arranged and announced as soon as possible.

cc: Members, "Strategic Transition Committee" and "Transition Youth Council" and PIC Staff



GRAY DAVIS
GOVERNOR



GRANTLAND JOHNSON
SECRETARY

State of California

HEALTH AND HUMAN SERVICES AGENCY

OFFICE OF THE SECRETARY

1600 Ninth Street, Room 460
Sacramento, CA 95814

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Department of Agriculture
Department of Alcohol and Drug Programs
Department of Community Services and
Development
Department of Developmental Services
Emergency Medical Services Authority
Employment Development Department
Department of Health Services
Health and Welfare Data Center
Managed Risk Medical Insurance Board
Department of Mental Health
Department of Rehabilitation
Department of Social Services
Office of Statewide Health Planning and
Development

TELEPHONE
(916) 654-3454
FAX
(916) 654-3343

December 3, 1999

«Title» «FirstName» «LastName», «JobTitle»
«Company»
«Address1»
«Address2»
«City», «State» «PostalCode»

Dear «Salutation» «LastName»:

On behalf of Governor Davis and as the Interim Executive Director of the California Workforce Investment Board, this letter transmits the *State of California Initial Planning Guidance and Instructions for Submission of the Strategic Five-Year Local Plan for Title I of the Workforce Investment Act (WIA)*. This planning guidance and materials are being sent to the Chief Elected Officials who submitted applications for designation as Local Workforce Investment Areas, and is intended to provide initial instructions for local plan development. We expect that Governor Davis will designate local areas soon after the State Board holds its first meeting.

Key Dates and Information

Local plans must be consistent with the State Plan, which at this time is still being developed. To provide a framework for the State plan contents, however, we draw your attention to the State planning guidance and instructions issued by the federal Department of Labor (DOL) available at www.calwia.org. This will be a useful tool as you prepare your local plan.

We are also providing preliminary information on performance negotiations, including a *Local Area Performance Negotiations Matrix*. As necessary, supplemental planning guidance will be issued to address performance negotiation requirements and procedures for local plans once the State receives further information from DOL. We also



«Title» «FirstName» «LastName»

December 3, 1999

Page Two

enclose a suggested time line (*California WIA Planning and Transition Schedule*) for local plan development as part of this correspondence, along with a plan development staff contact list for questions.

Local plans are due March 31, 2000. In cases where advance WIA youth funding is being requested, the local plan is due March 1, 2000. This means you must have completed local plan review processes as required by WIA prior to submittal. The completed plan, including required Memoranda of Understanding and other attachments must be submitted to:

California Office of Workforce Investment
800 Capital Mall, MIC 45
Sacramento, California 95814
Attention: WIA Local Plan Review

We anticipate the release of supplemental local planning guidance to address any areas that result from policies established by the California Workforce Investment Board. This supplemental guidance will also address planning issues that result from final federal WIA regulations.

Plan Review Process

We anticipate forming an interdepartmental plan review team with individuals experienced in pertinent areas of workforce development planning and evaluation. Key elements relative to plan review will be adherence to WIA planning guidance as stated in the enclosed instructions; the local area's potential to function as a workforce investment service delivery system; and the support shown in the local plan for achieving the strategic planning goals of the State of California. We realize time is of the essence in the completion of plans and will have staff available for technical assistance as required.

Local plans will be reviewed and approved as soon as possible after receipt. Questions will be communicated to the appropriate area representative as identified in local plan submittal documents. We are enclosing a *Plan Review Checklist* to remind you of the key areas for plan review and to assist in prioritizing local plan development efforts.

«Title» «FirstName» «LastName»

December 3, 1999

Page Three

State Update

Once established, initial policy areas that the State Board will address include local area designation, local board membership criteria and certification of local boards.

Thank you for your commitment to developing a strong Workforce Investment Act system for California job seekers and employers. If you have any questions, please call Ms. Linda Monroe, Chief, California Office of Workforce Investment, at (916) 654-9995.

Sincerely,

GRANTLAND JOHNSON
Secretary

Enclosures (5)

cc: Linda Monroe, MIC 45



INITIAL

PLANNING GUIDANCE AND INSTRUCTIONS

FOR SUBMISSION OF THE STRATEGIC

FIVE-YEAR LOCAL PLAN

FOR

THE WORKFORCE INVESTMENT ACT OF 1998

(WORKFORCE INVESTMENT SYSTEMS)

State of California
California Office of Workforce Investment
P.O. Box 826880, MIC 45
Sacramento, CA 94280-0001

STATEMENT OF PURPOSE

This planning guide provides assistance to Chief Elected Officials and local workforce investment boards in developing local five-year strategic plans required under the Workforce Investment Act (WIA). The development of the local plan is key to building a comprehensive local workforce investment system that supports the State's strategy and envisioned system under the WIA. The plan must be prepared by the local board in partnership with the appropriate Chief Elected Official, and must be consistent with the State plan. [WIA, Section 118 (a)]

REFERENCES

The *Workforce Investment Act of 1998*, Title I Chapter 2, Local Provisions, Section 118. Local Plan; August, 1998.

Workforce Investment Act, Interim Final Rule, Part 661, Subpart C-Local Governance Provisions, April 15, 1999.

Planning Guidance and Instructions for Submission of the Strategic Five-Year State Plan for Title I of the Workforce Investment Act of 1998 (Workforce Investment Systems) and the Wagner-Peyser Act, U.S. Department of Labor, February 1999.

EFFECTIVE DATE AND PLANNING TIMELINE

This *Initial Local Planning Guidance and Instructions* becomes effective upon release. It is anticipated that *Supplemental Local Planning Guidance and Instructions* addressing areas awaiting California Workforce Investment Board policy or changes resulting from the WIA Final Rule will be released at a later date. These planning components, along with the *Local Workforce Investment Board Application, Membership Criteria, and Certification Process* (which will be issued when approved by the State Board and Governor) will comprise the core operational plan for local areas.

Local areas must submit a five-year Local Workforce Investment Plan by March 31, 2000 to be able to begin WIA operations on July 1, 2000.

Exception – if the local area is planning to receive advance WIA youth funding (available April 1, 2000), the local plan must be submitted by March 1, 2000.

BACKGROUND

The Workforce Investment Act (WIA) of 1998 represents a national consensus on the need to restructure a multitude of federally funded workforce development programs into an integrated workforce investment system. It is envisioned that this system will better respond to the employment needs of its many customers including: current workers, unemployed workers, dislocated workers, new entrants to the labor force, and employers, among others.

In California, implementation of WIA is also set in the context of building on the State's significant investment and related momentum in implementing major initiatives affecting workforce development including:

- The State's Performance-Based Accountability System established by Senate Bill 645, commonly referred to as the "report card system" for workforce development programs;
- The establishment of the State's One-Stop Career Center System;
- Implementation of the California Work Opportunity and Responsibility to Kids (CalWORKS) and related Welfare-to-Work Programs;
- Funding and support of local School-to-Career partnerships;
- Regional partnerships and policy framework developed under the State Regional Workforce Preparation and Economic Development Act,
- The establishment of the State's CalJOBS internet-based job listing system that enables job seekers, employers, and partners direct access to services.

The WIA also reflects a strong commitment among stakeholders in the public employment and training system to fundamentally redirect services based on informed customer choice and performance accountability. The WIA incorporates seven key principles for the workforce investment system to guide this redirection.

Building on the principles established by the federal partners, California has set strategic goals as discussed below and identified preliminary strategies to accomplish these goals. It will be incumbent on our local partners to identify strategies and objectives for local workforce investment systems to support the accomplishment of California's strategic goals.

VISION

California's workforce investment system will advance the State's role in the global economy, offer all Californians opportunities to maximize their employment potential, provide employers with a highly skilled, dynamic workforce, and support California's economic growth.

PRINCIPLES AND STRATEGIC GOALS

- **Streamlining Services.** Streamlining services through the integration of multiple employment and training programs, including the Workforce Investment Act and the Wagner-Peyser Act, at the "street level" through One-Stop service centers.

Goal 1: Employment, training and education programs will be integrated and coordinated in a manner which allows customer needs to be met, avoids duplication of services, and utilizes the One-Stop Career Center System to provide services. The system's primary customers include the State's current and future workforce, and employers who depend on the availability of a competitive, skilled workforce.

- **Empowering Individuals.** Empowering individuals with the information and resources they need to manage their own careers through Individual Training Accounts (ITA) and better statistics on the performance of service providers, as well as on the skills demanded by employers.

Goal 2: Customers will be provided relevant information and assistance to guide them in making informed, effective decisions about their career goals, and be provided with information about the services and training available.

- **Universal Access.** Universal access for all job seekers to a core set of career decision making and job search tools.

Goal 3: Services will be available to all Californians through the One-Stop service delivery system. Services will be provided on a non-discriminatory basis, with reasonable accommodations available to individuals who may have special needs.

- **Increased Accountability.** Increased accountability of the delivery system to achieve improved results in job placement, earnings, retention in unsubsidized employment, skill gains, and occupational/academic credentials earned.

Goal 4: Service providers and program operators will be responsible for achieving performance outcomes in accordance with established levels and program requirements.

- **Strong Role for Local Boards and the Private Sector.** Strong role for local boards and the private sector by shifting emphasis from "nitty gritty" operational details to strategic planning and oversight of the One-Stop delivery system.

Goal 5: Chief Elected Officials, in partnership with local workforce investment boards, other governing bodies, and the State, will be responsible for strategic planning, establishing performance levels, and for the success of local workforce investment systems.

- **State and Local Flexibility.** State and local flexibility to ensure that delivery systems are responsive to the needs of local employers and individual communities.

Goal 6: The State Board will exercise its option to develop policies that promote statewide system building and will provide local communities with the flexibility to design programs and services to meet local needs.

- **Improved Youth Programs.** Improved youth programs that strengthen linkages between academic and occupational learning and other youth development activities.

Goal 7: California's Workforce Investment System will provide youth with the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.

LOCAL PLAN SUBMISSION

Format for submittal of the local plan:

- ♦ Organize the plan by sections, following the same order as these planning instructions;
- ♦ Length of plans should be no more than 40 pages (without attachments);
- ♦ Include a table of contents with page numbers;
- ♦ Use 8.5 X 11 size white paper;
- ♦ Set the left hand margin at one inch;
- ♦ Text should be typed with a font size of 12 or greater;
- ♦ Secure original and copies with binder clips;
- ♦ List the attachments and place them at the end of the plan.

Include with your plan a signed copy of the Memorandum of Understanding between the board and each One-Stop partner, concerning the operation of the One-Stop delivery system in the local area. (WIA, Section 118(b)(2)(B))

Submit your WIA Local Plan, one original and five copies, to:

**State of California
Office of Workforce Investment
P.O. Box 826880, MIC 45
Sacramento, California 94280-0001**

PLAN APPROVAL

Local Plans submitted pursuant to WIA Section 118, the Initial Local Planning Guidance, as well as any Supplemental Local Planning Guidance will be formally reviewed for up to ninety days by the staff for compliance with the provisions of the Workforce Investment Act and this planning guidance.

Plans that are consistent with and meet all provisions of the Act, the Initial Local Planning Guidance, as well as any Supplemental Planning Guidance will be considered approved after 90 days.

**STRATEGIC FIVE-YEAR LOCAL WORKFORCE INVESTMENT
PLAN**

FOR

**TITLE I OF THE WORKFORCE INVESTMENT ACT OF 1998
(WORKFORCE INVESTMENT SYSTEM)**

For the Local Workforce Investment Area:

TABLE OF CONTENTS

Executive Summary

- I. Plan Development Process
- II. Local Vision and Goals
- III. Labor Market Analysis
- IV. Leadership
- V. Local One-Stop Service Delivery System
- VI. Youth Activities
- VII. Administrative Requirements
- VIII. Assurances
- IX. Program Administration Designees and Plan Signatures

EXECUTIVE SUMMARY

Enclose a brief summary, not more than two pages, of the five-year strategic local plan that gives a general overview of the proposed local workforce investment system. Include a description of how the system looks today, and how it will change over the five-year plan period. Include a discussion of the local board's economic and workforce investment goals and how the local system will support these goals.

I. PLAN DEVELOPMENT PROCESS

WIA gives States and local areas a unique opportunity to develop employment and training systems tailored specifically to State and local area needs. The local plan is only as effective as the partnership that implements it. The plan should represent a collaborative process among the Chief Elected Official and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. This collaborative planning at all stages should drive local system development, create strategies for improvement, and provide the opportunity for stakeholder and public participation, review and comment.

In this section, describe the plan development process, including a discussion of how comments received during the public comment period were incorporated within the plan. [WIA, Section 118(c)(1)]

(Please note: we recognize that local areas are required to develop various related local plans and we encourage you, whenever feasible and appropriate, to use planning information that has already been developed. However, the data you use must be accurate and current.)

- A. What was the role of the Chief Elected Official in developing the plan? [WIA, Section 118(a)]
- B. What local workforce investment board, transition board or existing body had oversight for the development of this local plan? If there was no such body, how will you create a responsible entity? [WIA Section 117(d)(4)]
- C. Describe the process used to provide an opportunity for public comment, including comment by the Chief Elected Official; the local workforce investment board and youth council; other local governing

bodies; educators; vocational rehabilitation agencies; service providers; community-based organizations; and migrant seasonal farmworker representatives. Describe the process used to get input for the plan prior to submission. [WIA Section 118(c)(1) and WIA Section 118(b)(7)]

- D. How were comments that were in disagreement with the draft plan considered in developing the final plan? [*State Planning Guidance I B.* and WIA, Section 112(b)(9)]
- In an attachment, include comments that represent disagreement with the local plan. [WIA, Section 118(c)(3)]
- E. Describe the method used to make copies of the local plan available through public hearings, and through the local news media and the Internet. [WIA, Section 118(c)(2)]
- F. What other organizations were involved in the development of the local plan? How were they involved?

II. LOCAL VISION AND GOALS

The federal *Planning Guidance and Instructions for Submission of the State's Strategic five-year Plan* indicates that "a vision creates organizational alignment around a picture of a transformed future. It propels the organization toward achieving difficult but attainable strategic goals. Vision drives systematic improvements and produces outcomes. It is dynamic, not static."

In this section, identify your broad strategic economic and workforce development goals (e.g., "All people who want to work can find jobs. There will be a growing number of business start-ups. Fewer people will rely on welfare assistance.") Describe the shared vision of how the local WIA workforce investment system will support attainment of these goals.

- A. What is your vision for your local workforce investment system, and how will your system appear at the end of the five-year period covered by this plan? [*State Planning Guidance II B.*] [WIA, section 117(d)(1)] Some specific questions that must be answered are:
1. In five years, describe how your local system will integrate services. [WIA, Section 117(d)(1) and Section 118(a)]

2. What programs and funding streams will support service delivery through the One-Stop system? [WIA, Section 121(b)(1)(B)]
 3. Typically, what information and services will be provided and how will customers access them? How will the goal of universal access be achieved? [20 CFR Part 652, et al., Interim Final Rule (I)(A), State Planning Guidance II.B. bullet 3]
 4. How will Wagner-Peyser Act and unemployment insurance services be integrated into the local system? [WIA, Section 121(b)(1)(B)(xii), State Planning Guidance II B bullet 5]
 5. How will the local workforce investment system help achieve the goals of the State's workforce investment, welfare, education, and economic development systems? [WIA, Section 118(a)(b)(1) State Planning Guidance II B bullet 6]
 6. How will the youth programs be enhanced to expand youth access to the resources and skills they need to succeed in the State's economy? [WIA, Section 111(d)(2) and 112(a)]
- B. What are your board's broad strategic economic and workforce development goals? What steps will you take to attain these goals? [*State Planning Guidance II A.*]; [WIA, Section 118(a)]
- C. Identify organizations involved in the development of your local vision and goals.

III. LABOR MARKET ANALYSIS

The *Planning Guidance and Instructions* requests information on key trends expected to shape the economic environment during the next five years, including the implications of these trends in terms of overall employment opportunities by occupation; key occupations; the skills needed to attain local occupational opportunities; growth industries and industries expected to decline, customer demographics, and the sources of data used to gather this information. Where appropriate, identify any regional economic development needs and describe how the local area will be involved in them.

In this section identify the needs of businesses, job, training, and education seekers; economic development professionals; and training providers in your workforce investment area. Are these the same or different than those present in the previous service delivery area(s)? If different, how can these needs be better met by the new, local workforce investment system? To complete this section, answer the following questions.

- A. What are the workforce investment needs of businesses, job-seekers and workers in the local area? [WIA, Section 118(b)(1)(A)]
- B. How will the needs of employers be determined in your area? [*State Planning Guidance* IV.B.6. and WIA, Section 118 (b)(1)(A)]
- C. What are the current and projected employment opportunities in the local area? [WIA, Section 118(b)(1)(B)]
- D. What job skills are necessary to obtain such employment opportunities? [WIA, Section 118(b)(1)(C)]

IV. LEADERSHIP

As stated in the *Federal Register* of April 15, 1999, "The Department [of Labor] believes that changing from the existing JTPA Private Industry Councils to local workforce investment boards is essential to the reforms of WIA [Interim Final Rule §661.305]. The Department [of Labor] strongly encourages all eligible areas to create new, fully functional local boards as early as possible, and is committed to providing assistance to facilitate such changes."

In this section describe how authority will be exercised by the local workforce investment board. [WIA, Sections 117(b)(3) and 117(d)(1)]

- A. If an interim board was responsible for development of this plan, how will the plan and authority to oversee its implementation under, WIA Section 117(d)(4), be transferred to the new local workforce investment board?
- B. What circumstances constitute a conflict of interest for a local board member, including voting on any matter regarding provision of service by that member or the entity that s/he represents, and any matter that would provide a financial benefit to that member? [WIA, Section 117(g)(1)(2)]
- C. How will the local board provide a leadership role in developing policy, implementing policy and oversight for the local workforce investment system? [WIA Section 117(d)(4)]
- D. How will the local board assure the local system contributes to the achievement of the State's strategic goals? [WIA, Section 118(a)]

- E. How will the local board meet the WIA requirement that neither the local board nor its staff provide training services without a written waiver from the Governor? [WIA, Section 117 (f)(1)(A) and (B)]
- F. How will the local board ensure that the public (including persons with disabilities) have access to board meetings and activities including local board membership, notification of meetings and meeting minutes? [WIA Section 117(e)]

V. LOCAL ONE-STOP SERVICE DELIVERY SYSTEM

The cornerstone of the new workforce investment system is One-Stop service delivery, which makes available numerous training, education and employment programs through a single customer-focused, user-friendly service delivery system at the local level. The One-Stop system must include at least one comprehensive physical center in each local area that must provide core services and access to programs and services of the One-Stop partners. The system may also include a network of affiliated One-Stop sites and specialized centers that address specific needs.

In this section describe how services will be coordinated through the One-Stop Service Delivery System.

- A. Describe the One-Stop delivery system in your local area. [WIA, Section 118(b)(2)]. Include a list of the comprehensive One-Stop centers and the other service points in your area.
- B. Describe the process used for selecting the One-Stop operator(s). [WIA, Section 121(d)(2)(A)] including the appeals process available to entities that were not selected as the One-Stop operators. [Interim Final Rule § 667.600 (b)(1)]
- C. How will services provided by each of the One-Stop partners be coordinated and made available in the local One-Stop system? [WIA, Section 121(c)(2)]
- D. What is your plan for delivery of core and intensive services? [WIA Section 117(f)(2)]
- E. How will these coordinated and leveraged resources lead to a more effective local system that expands the involvement of business, employers and individuals? [*State Planning Guidance* IV.B.3. and WIA, Section 112(b)(10) and Section 121(c)(2)(A)(ii)]

- F. Describe how the local system will meet the needs of dislocated workers; displaced homemakers; low-income individuals such as migrant and seasonal farmworkers; public assistance recipients; women; minorities; individuals training for non-traditional employment; veterans; individuals with multiple barriers to employment; older individuals; people with limited English speaking ability; and people with disabilities. [*State Planning Guidance* IV.B.4. and WIA, Section 112(b)(17) and Section 118(b)(4)]
- G. When allocated adult funds are limited, what criteria will you use in determining priority of service to ensure recipients of public assistance and other low-income individuals for intensive and training services? [WIA, Sections 134(d)(4)(E), 118(b)(4), *State Planning Guidelines* IV B 5]
- H. How will the local system ensure non-discrimination and equal opportunity, as well as compliance with the Americans with Disabilities Act? [WIA Section 188(a)(2), *State Planning Guidance* IV B.4.]
- I. How will systems to determine general job requirements and job lists, including Wagner-Peyser Act provisions be delivered to employers through the One-Stop system in your area? [*State Planning Guidance* IV B.6. and WIA, Section 121(b)(1)(B)(ii)]
- J. What reemployment services will you provide to Worker Profiling and Reemployment Service claimants in accordance with Section 3(c)(e) of the Wagner-Peyser Act? [*State Planning Guidance* I B.7. and WIA, Section 121(b)(1)(B)(ii)]
- K. How will you ensure that veterans receive priority in the local One-Stop system for Wagner-Peyser funded labor exchange services? [*State Planning Guidance* IV.B.9. and WIA, Section 121(b)(1)(B)(ii)]
- L. What role will Local Veterans Employment Representative/Disabled Veterans Outreach Program Services (LVER/DVOPS) have in the local One-Stop system? How will you ensure adherence to the legislative requirements for veterans' staff? [*State Planning Guidance* IV.B.10., 322, 38 USC Chapter 41 and 20 CFR Part 1001-120]

- M. How will you provide Wagner-Peyser Act-funded services to the agricultural community—specifically, outreach, assessment and other services to migrant and seasonal farmworkers, and services to employers? How will you provide appropriate services to this population in the One-Stop system? [*State Planning Guidance IV B.11.*]
- N. How will the local board coordinate workforce investment activities carried out in the local area with the statewide rapid response activities? [(WIA, Section 118(b)(5))]
- O. How do your rapid response activities involve the local board and the Chief Elected Official? [WIA, Section 118(b)(5), *State Planning Guidance IV B.13.b.*]
- P. What rapid response assistance will be available to dislocated workers and employers and who will provide them? [WIA, Section 118(b)(4)(5), *State Planning Guidance IV B.13.c.*]
- Q. Describe and assess the adult and dislocated worker employment and training services that will be available in your local area. [WIA, Section 118 (b)(4)(5)]
- R. MEMORANDUM OF UNDERSTANDING (MOU):
WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. As referenced on page 6, a copy of each MOU must be included with the plan. [WIA Section 118(b)(2)(B)]

The Memorandum of Understanding (MOU) may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in concrete terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

- 1. The MOU must describe: [WIA, Section 121(c)(1)(2)(A)(B)]
 - a. What services will be provided through the One-Stop system.
 - b. How the costs of services and operating costs will be funded, including cost-sharing strategies or methodologies.

- c. What methods will be used for referral of individuals between the One-Stop operator and partners.
 - d. How long the MOU will be in effect.
 - e. What procedures have been developed for amending the MOU.
 - f. Other provisions consistent or as deemed necessary by the local board.
2. Identify those entities with whom you are in the process of executing an MOU. Describe the status of these negotiations.
[Interim Final Rule §662.310(b)]
 3. What process will the local board use to document negotiations with One-Stop partners who fail to participate or sign an MOU?
How will you inform the state board when negotiations have failed?
[Interim Final Rule §662.310(b)]

VI. YOUTH ACTIVITIES:

As a way to connect youth to workforce investment resources, WIA requires youth programs to be connected to the One-Stop system. WIA requires improved youth opportunities and Youth Councils to be part of local workforce investment systems. Youth councils have authority to develop the youth-related portions of the local plans, to recommend youth service providers to the local boards, to coordinate youth services, and to conduct oversight of local youth programs and eligible providers of youth programs.

In this section describe the strategies and tactics to develop a comprehensive service delivery system for eligible youth, and discuss how that system will be coordinated through the One-Stop system.

- A. Describe your local area's efforts to construct a youth council, and what the role(s) of the Youth Council will be. [WIA, Section 117 (h)(1)(2)(3)(4)]
- B. How will youth services be connected with your One-Stop delivery system? [Interim Final Rule § 664.700]

- C. Describe how coordination with Job Corps, Youth Opportunity Grants, and other youth programs in your local area will occur, e.g. School-to-Career. [WIA Section 112(b)(18)(C) and 117(h)(2)(vi), State Planning Guidance, IV B. 14.]
- D. Describe and assess the type and availability of youth activities in the local area. Include an identification of successful providers of such activities. [WIA, sections 118(b)(6)]
- E. What is your local area's strategy for providing comprehensive services to eligible youth, including any coordination with foster care, education, welfare and other relevant resources? Include any local requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. [WIA Section 112(b)(18)(A), Interim Final Rule §664.400, State Planning Guidance, IV B. 14]
- F. Describe how your local area will meet the Act's provisions regarding the required youth program design elements: [WIA, Section 129(c)(2)(A) through (J)]
1. Preparation for post-secondary educational opportunities;
 2. Strong linkages between academic and occupational learning;
 3. Preparation for unsubsidized employment opportunities;
 4. Effective linkages with intermediaries with strong employer connections;
 5. Alternative secondary school services;
 6. Summer employment opportunities;
 7. Paid and unpaid work experience;
 8. Occupational skills training;
 9. Leadership development opportunities;
 10. Comprehensive guidance and counseling;
 11. Supportive services; and
 12. Follow-up services. [Interim Final Rule §664.450(a)(1) through (6)(b), *State Planning Guidance*, IV B.15.]

VII. ADMINISTRATIVE REQUIREMENTS

- A. What competitive process will be used to award grants and contracts for youth services in your local area? [WIA Section 118 (b)(9), 112(b)(18)(B) and Section 123]
- B. What competitive and non-competitive processes will be used at the local level to award grants and contracts for activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts? [WIA, Section 118(b)(9)]
- C. What entity will serve as the local grant recipient and be responsible for disbursing grant funds as determined by the Chief Elected Official? [WIA Section 117(d)(3)(B)(i)(I)(II)(III) and 118(b)(8)]
- D. What criteria will the local board use in awarding grants for youth activities, including criteria used by the Governor and local boards to identify effective and ineffective youth activities and providers? [WIA Section 112(b)(18)(B), *State Planning Guidance* III B.1.f.]
- E. What is your local areas definition regarding the sixth youth eligibility criterion, ("an individual who requires additional assistance to complete an educational program, or to secure and hold employment"). [WIA Section 101(13)(C)(vi)]

VIII. ASSURANCES

- A. The Local Workforce Investment Board and its staff assure that it will establish, in accordance with section 184 of the Workforce Investment Act, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the Local Workforce Investment Board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- B. The Local Workforce Investment Board assures that it will comply with WIA, Section 184(a)(6), which requires the Governor to, every two years, certify to the Secretary that it has:
 - 1. Implemented the uniform administrative requirements referred to in WIA, Section 184(a)(3);
 - 2. Annually monitored local areas to ensure compliance with the uniform administrative requirements as required under WIA, Section 184(a)(4); and

3. Taken appropriate action to secure compliance pursuant to WIA, Section 184(a)(5).
- C. The Local Workforce Investment Board assures that compliance with the confidentiality requirements of WIA, Section 136(f)(3) .
- D. The Local Workforce Investment Board assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. [WIA, Section 181(b)(7)]
- E. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA, Section 188, including an assurance that Methods of Administration have been developed and implemented.
- F. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- G. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA, Section 189(c).
- H. The Local Workforce Investment Board certifies that the Wagner-Peyser Act Plan, which is part of this document, has been certified by the State Employment Security Administrator. [State Planning Guidance VI. 11.]
- I. The Local Workforce Investment Board certifies that veterans' services provided with Wagner-Peyser Act funds will be in compliance with 38 U.S.C. Chapter 41 and 20 CFR part 1001.
- J. The Local Workforce Investment Board certifies that Wagner-Peyser Act-funded labor exchange activities will be provided by merit-based public employees. [State Planning Guidance VI. 13.]
- K. The Local Workforce Investment Board certifies that Workforce Investment Act section 167 grantees, advocacy groups as described in the Wagner-Peyser Act (e.g., veterans, migrant and seasonal farmworkers, people with disabilities, UI claimants), the State monitor advocate, agricultural organizations, and employers were given the opportunity to comment on the Wagner-Peyser Act grant document for agricultural services and local office affirmative action plans, and that affirmative action plans have been included for designated offices.
- L. The Local Workforce Investment Board assures that it will comply with the current regulations, 20 CFR part 651.111, to develop and submit affirmative action plans for migrant and seasonal farmworker Significant Offices in the local workforce area which are

determined by the Department of Labor, to be in the highest 20% of MSFW activity nationally.

- M. The Local Workforce Investment Board has developed this Plan in consultation with local elected officials, local workforce boards, the business community, labor organizations and other partners. [WIA Section 118(a)]
- N. The Local Workforce Investment Board assures that it will comply with section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the American's with Disabilities Act of 1990 (42 USC 12101 et seq).
- O. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.

IX. PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This plan represents the _____ Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This plan is submitted for the period of _____ through _____ in accordance with the provisions of the Workforce Investment Act.

Workforce Investment Board Chair

Signature

Name

Title

Date**Chief Elected Official(s)**

Signature

Name

Title

Date

PRELIMINARY LOCAL PLANNING INFORMATION
PERFORMANCE MEASURES FOR
WORKFORCE INVESTMENT ACT, TITLE 1, SUBTITLE B

Section 136(c)(2) of the Workforce Investment Act (WIA) requires that the Local Workforce Investment Board, the Chief Elected Official and the Governor negotiate and reach agreement on the local levels of performance which are based on State adjusted levels of performance. WIA Section 136(b) requires that the Secretary of Labor and the Governor reach agreement on state levels of performance for each of the core indicators of performance and the customer satisfaction indicator for the first three program years covered by the State Plan.

In order to begin this process, the U.S. Department of Labor (DOL), Region VI, has requested that states produce data on the proposed WIA performance measure calculations, based on unemployment insurance wage records, using the most recent Job Training Partnership Act (JTPA) population. States may also choose to produce data on Job Service program participants as a substitute, or proxy, population for participants who will receive intensive services under WIA. Participants who receive intensive services under WIA are to be included in the WIA performance measurements.

Local Workforce Investment Areas (local areas) will have this data based on current JTPA Service Delivery Area configurations and October 1999 JTPA populations. No regression analysis will be applied to this data. Local areas that target special population service needs should use this information as part of the negotiation process.

The attached sheet is the format California plans to use to submit the negotiated levels as part of the State Plan. In order for the State to plan and negotiate effectively with DOL, local plans will use the same format when planning and negotiating levels with the State. The format reflects each of the performance indicators for adult, dislocated worker, youth (19-21), and youth (14-18). Local plans will also address the strategies that will be used to achieve the customer satisfaction performance indicator.

Local Area Performance Negotiations Matrix
Title I Core and Customer Satisfaction Performance Indicators

Performance Indicator	PY 2000	PY 2001	PY 2002	Additional Information
ADULTS				
Entered Employment Rate				
Retention Rate				
Earnings Gain				
Credentialing Rate				
DISLOCATED WORKERS				
Entered Employment Rate				
Retention Rate				
Earnings Gain				
Credentialing Rate				
YOUTH (19-21)				
Entered Employment Rate				
Retention Rate				
Earnings Gain				
Credentialing Rate				
YOUTH (14-18)				
Diploma or Equivalent Attainment Rate				
Skill Attainment Rate				
Retention Rate				
Credentialing Rate				
CUSTOMER SATISFACTION				
EMPLOYER				
Customer Satisfaction				
PARTICIPANT				
Customer Satisfaction				

CALIFORNIA WIA PLANNING AND TRANSITION SCHEDULE

State	Locals	Activity	Start Date	Finish Date	1999					2000																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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CALIFORNIA WIA PLANNING AND TRANSITION SCHEDULE ENCLOSURE 3

State	Locals	Activity	Start Date	Finish Date	1999												2000											
					May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun										
X		Governor Davis establishes California Workforce Investment Board (State Board)	10/10/99																									
X		Governor Davis appoints members of State Board (estimated)	10/1/99	12/1/99																								
X		State Board Member Orientation	12/2/99	12/25/99																								
		LOCAL AREA DESIGNATION																										
X		Develop application process	6/1/99	8/6/99																								
X	X	Submit local designation applications	8/9/99	9/7/99																								
X		Release listing of local areas requesting designation	11/19/99																									
X		State Board makes recommendations to Governor on local area designations (tentative)	1/7/00	1/10/00																								
X		Issue press release announcing local Workforce Investment Area designations	1/15/00																									
		PLANNING ACTIVITIES																										
		STATE WIA PLAN DEVELOPMENT																										
X		Prepare draft State plan	8/1/99	1/3/00																								
X		Release draft State Plan for review and comment period	1/4/00	2/4/00																								
X		Proposed regional public meetings on draft plan (tentative)	1/24/00	1/28/00																								
X		- State Board approves State Plan	2/18/00																									
X		State Plan to Governor Davis for signature	3/1/00																									
X		State Plan signed by Governor Davis	3/24/00																									
X		State Plan approved by Dept. of Labor	3/28/00	7/6/00																								
		LOCAL BOARD MEMBERSHIP CRITERIA AND APPLICATION PROCESS																										
X		Develop local board membership criteria and application process	6/1/99	1/7/00																								
X		Release discussion draft of local board application on CalWIA website for comment	11/1/99																									

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**CALIFORNIA OFFICE OF WORKFORCE INVESTMENT
WORK ASSIGNMENTS**

FUNCTION	LEAD	PHONE (916 AREA CODE)
State Plan Development and Coordination	Kathy Castillo (State) Linda Rogaski (State) Jose Luis Marquez (Local)	654-7027 657-0294 654-9957
State Board Establishment/Orientation	Linda Rogaski	654-0294
Performance-Based Accountability (PBA) (SB 645)	Megan Juring	653-0885
Workforce Investment Act Performance Measures/Interfaces with PBA	Megan Juring Ron Addy	653-0885 654-8037
Eligible Training Provider List Consumer Information System	Ron Addy	654-8037
Individual Training Accounts	Beverly Roberts	657-2496
Local Planning Coordination	Norma McKay	654-6873
Local Workforce Investment Area Designation	Charles Adame Javier Romero	654-7988 653-7184
Local Workforce Investment Board Criteria for Certification	Sue Bristow Ralph Vatalaro	657-1667 657-1667
Local Planning Guidelines	Jane Canty Roberta Blagg Margaret Mack	654-2772 653-7913 657-2375
Youth Services and Program Design	Sue Bristow Martha Overman	657-1667 654-7765
One-Stop Operator	Jane Canty	654-2772
Waiver Process	Javier Romero	653-7184

Initial California Local Plan Review Checklist
Criteria and Responses Based on California Local Planning Guidance

**LOCAL
AREA:** _____

Format specifications (see page 5-6, *Local Planning Guidance and Instructions*)

Executive Summary (2 pages max, giving 5-year overview of proposed system and local board's economic & workforce investment goals)

I. PLAN DEVELOPMENT PROCESS (Description of Plan development process, including involvement of Chief Elected Official and local system partners. The process should demonstrate a public comment period, allowing for business and labor input as well as input from other partners. It should also take into account other, related planning documents within the local area)

- a) Role of CEO
- b) Responsible Body or Board
- c) Public comment process
- d) Consideration of comments in disagreement with plan
 - 1) attachment showing disagreeing commentary
- e) Public access to plan through hearings, news media, and the Internet
- f) Other Organizations involved in plan development

II. LOCAL VISION AND GOALS (Goals should directly support a vision defining the broad, strategic planning for the local workforce investment system. Partners involved in the development of this vision should be identified. The vision describes how programs and funding will be integrated and services streamlined, currently and in five years.)

- a) Vision over 5 years (see pg. 9-10 *Local Planning Guidance and Instructions*, items 1-6)
- b) Broad strategic economic and workforce development goals
- c) Organizations involved in development of the vision

III. LABOR MARKET ANALYSIS (The plan outlines key trends expected to shape the economic environment over the next five years and compares these trends to those identified during earlier planning efforts under prior SDA(s) for the area. The analysis includes employer needs, client demographics, and skill requirements for obtaining local occupational opportunities.)

- a) Local workforce investment needs
- b) How will needs of employers be determined?
- c) Current & projected employment opportunities in local area?
- d) Job skills needed to attain those opportunities

IV. LEADERSHIP (The plan describes how the Local Board reflects WIA requirements in terms of representation and the ability to be fully functional in providing assistance to facilitate change. The plan indicates how the local board is similar or different from the previous board and how it will provide leadership oversight for the local workforce investment system.)

- a) Transference of interim board authority
- b) Conflict of interest provisions
- c) Provision of leadership role in policy development and implementation
- d) Local board assurance that the local system contributes to statewide goals
- e) Prohibition of LWIB direct service delivery w/out waiver
- f) Assurance of public access to board meetings

V. ONE STOP DELIVERY SYSTEM (The plan describes how services will be coordinated through the One Stop Service Delivery System. At least one physical, comprehensive One Stop must exist in each workforce investment area. The plan must also identify other WIA service points. Integration and coordination of services should be described as well as access for all local customer groups—veterans, disabled persons, migrant farm workers, etc. Administrative elements such as criteria for determining service priority, processes for operator selection, and MOU development should also be included. The plan should also explain coordination with other local planning efforts—i.e. Wagner-Peyser.)

- a) Description of the One Stop system in the local area
- b) Process for selecting operator(s)
- c) Service coordination
- d) Delivery of core and intensive services
- e) Leveraging of funds to create a more effective system with business and other client involvement
- f) Needs of dislocated workers, displaced homemakers, migrant farm workers, etc.
- g) Criteria for determining priority service when there are limits on adult funds
- h) Non-discrimination & EEO, including ADA compliance
- i) General job requirements/Wagner Peyser
- j) Reemployment services for worker profiling re Wagner Peyser
- k) Veterans service priority
- l) LVER/DVOPS role
- m) Wagner-Peyser/agricultural community
- n) Coordination of local Rapid Response (RR) activity with statewide activities
- o) CLEO/Local Board involvement in RR
- p) RR activities available to dislocated workers/employers
- q) Describe the adult and dislocated worker employment & training services available
- r) **MEMORANDA OF UNDERSTANDING (MOU'S):** The plan references umbrella or singular MOU's between the local boards and each of the one-stop partners concerning the operation of the One Stop system. The MOU should state in concrete terms, partner contributions and the mutual methodologies used in overseeing One Stop operations. Plan contents should address the following at a minimum:
 1. Incorporation of WIA 121 (c) (2)...services to be provided; operating costs; referral methods; term of the MOU; amendment procedures; and other provisions as deemed necessary by the local board.
 2. Status of negotiations and identification of entities or parties to the negotiations
 3. Local Board process for entities failing to sign.

A copy of the umbrella MOU or of each, singular MOU must accompany each local plan submitted, per WIA requirements ([Section 118 [b] [2][B]).

VI. YOUTH ACTIVITIES (The plan describes a comprehensive youth service system, fully utilizing existing resources. It should be coordinated with other youth programs and providers, through the One Stop system. The plan also reflects ability to meet WIA provisions for required elements such as preparation for post secondary educational activities and preparation for employment.)

- a) Description of Youth Council or efforts to form council
- b) Youth service connection to One Stop
- c) Coordination with Job Corps, Youth Opportunity Grants, etc.
- d) Type and availability of youth activities in local area
- e) Strategy for providing comprehensive youth services, including services for youth with special needs
- f) Description of youth program design elements

VII. ADMINISTRATIVE REQUIREMENTS (The plan outlines a thorough description of funding processes for awarding grants, indicating fair and equal consideration of all potential providers. Public information processes for competitive procurement should be indicated, along with criteria for awarding providers and contractors.)

- a) Competitive procurement processes
- b) Competitive and non competitive processes, including information provided as to availability of WIA and related funding
- c) Entity to serve as the local grant recipient
- d) Criteria for awarding youth activity funding including factors used in identifying effective and ineffective youth activities and providers
- e) Local area definition regarding sixth youth criterion.

VIII. ASSURANCES (The plan addresses each of the areas listed for assurances and certifications and attests to compliance with WIA and related federal and State statutes and regulations.)

- a) Fiscal control & accountability in accord with WIA 184
- b) Certification re WIA 184 (a) (6) for uniform admin requirements
- c) Compliance with confidentiality provisions of WIA 136
- d) Assurance re not using funds for or against union organizing
- e) Compliance with WIA Section 188, re non discrimination
- f) Compliance with data collection requirements of WIA 188
- g) Compliance with grant procedures
- h) Certification re Wagner-Peyser
- i) Certification re Wagner-Peyser service to veterans
- j) Certification re Wagner-Peyser and civil service
- k) Ability to comment on plan given to targeted groups
- l) Compliance with Migrant Seasonal Farm Worker plans and/or regulations
- m) Assurance that this plan was developed in concert with other partners
- n) Compliance with Section 504 of the Rehabilitation Act
- o) Assurance that funds will be spent in accordance with WIA and related federal and State laws.

WIA ALLOCATION
ADULT PROGRAM
HOLD HARMLESS COMPARISON

RECEIVED DEC 3 1999

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SDA NAME	WIA TITLE I ADULT WITH HOLD HARMLESS	WIA TITLE I ADULT WITHOUT HOLD HARMLESS	CHANGE IN Dollars	CHANGE IN Percent
ALAMEDA	1,469,858	1,195,937	(273,921)	-18.6%
ANAHEIM	704,576	348,037	(356,539)	-50.6%
BUTTE	1,014,501	1,077,321	62,820	6.2%
CARSON/LOMITA/TORRANCE	539,900	546,031	6,131	1.1%
CONTRA COSTA	1,418,887	1,214,296	(204,591)	-14.4%
FOOTHILL	881,233	909,285	28,052	3.2%
FRESNO	7,537,621	8,289,119	751,498	10.0%
GOLDEN SIERRA	1,112,732	1,095,335	(17,397)	-1.6%
HUMBOLDT	609,249	645,338	36,089	5.9%
IMPERIAL	2,373,252	2,541,769	168,517	7.1%
KERN/INYO/MONO	5,158,095	5,544,877	386,782	7.5%
KINGS	971,920	1,051,474	79,554	8.2%
LONG BEACH	1,908,643	1,975,714	67,071	3.5%
LOS ANGELES CITY	20,848,925	21,662,344	813,419	3.9%
LOS ANGELES COUNTY	14,421,991	14,920,902	498,911	3.5%
MADERA	996,682	1,070,790	74,108	7.4%
MARIN	371,756	291,209	(80,547)	-21.7%
MENDOCINO	453,440	479,321	25,881	5.7%
MERCED	1,967,080	2,126,998	159,918	8.1%
MONTEREY	2,716,398	2,936,267	219,869	8.1%
MOTHER LODE	655,678	681,334	25,656	3.9%
NAPA	293,724	235,221	(58,503)	-19.9%
NORTEC	1,379,007	1,456,442	77,435	5.6%
NORTH CENTRAL COUNTIES	2,078,648	2,236,015	157,367	7.6%
NOVA	468,896	247,622	(221,274)	-47.2%
OAKLAND	1,755,961	1,821,724	65,763	3.7%
ORANGE	3,108,313	1,898,336	(1,209,977)	-38.9%
RICHMOND	417,016	421,323	4,307	1.0%
RIVERSIDE	5,831,948	6,037,534	205,586	3.5%
SACRAMENTO	3,554,151	3,670,501	116,350	3.3%
SAN BENITO	360,357	385,898	25,541	7.1%
SAN BERNARDINO CITY	974,676	1,004,512	29,836	3.1%
SAN BERNARDINO COUNTY	4,540,060	4,665,850	125,790	2.8%
SAN DIEGO	6,676,788	5,412,944	(1,263,844)	-18.9%
SAN FRANCISCO	2,149,814	1,989,828	(159,986)	-7.4%
SAN JOAQUIN	3,758,812	4,032,792	273,980	7.3%
SAN LUIS OBISPO	611,849	560,658	(51,191)	-8.4%
SAN MATEO	948,441	649,027	(299,414)	-31.6%
SANTA ANA	977,069	834,429	(142,640)	-14.6%
SANTA BARBARA	1,104,515	1,112,661	8,146	0.7%

**WIA ALLOCATON
ADULT PROGRAM
HOLD HARMLESS COMPARISON**

SDA NAME	WIA TITLE I ADULT WITH HOLD HARMLESS	WIA TITLE I ADULT WITHOUT HOLD HARMLESS	CHANGE IN Dollars	CHANGE IN Percent
SANTA CLARA	2,604,554	1,856,532	(748,022)	-28.7%
SANTA CRUZ	1,264,512	1,324,857	60,345	4.8%
SELACO	1,334,857	1,359,346	24,489	1.8%
SHASTA	932,081	982,167	50,086	5.4%
SOLANO	1,280,535	1,300,610	20,075	1.6%
SONOMA	834,095	555,430	(278,665)	-33.4%
SOUTH BAY	1,516,067	1,583,161	67,094	4.4%
STANISLAUS	3,610,492	3,842,908	232,416	6.4%
TULARE	3,846,804	4,174,119	327,315	8.5%
VENTURA	2,490,241	2,570,617	80,376	3.2%
VERDUGO	815,182	802,374	(12,808)	-1.6%
YOLO	570,618	593,364	22,746	4.0%
TOTALS	130,222,500	130,222,500	-	0.0%

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WIA ALLOCATION
YOUTH PROGRAM
HOLD HARMLESS COMPARISON

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SDA NAME	WIA TITLE I YOUTH WITH HOLD HARMLESS	WIA TITLE I YOUTH WITHOUT HOLD HARMLESS	CHANGE IN Dollars	CHANGE IN Percent
ALAMEDA	1,571,481	1,074,864	(496,617)	-31.6%
ANAHEIM	816,150	461,545	(354,605)	-43.4%
BUTTE	1,062,190	1,137,766	75,576	7.1%
CARSON/LOMITA/TORRANCE	557,711	564,220	6,509	1.2%
CONTRA COSTA	1,454,197	1,236,252	(217,945)	-15.0%
FOOTHILL	912,634	946,333	33,699	3.7%
FRESNO	8,080,988	8,991,289	910,301	11.3%
GOLDEN SIERRA	1,150,764	1,134,807	(15,957)	-1.4%
HUMBOLDT	598,007	635,262	37,255	6.2%
IMPERIAL	2,529,631	2,739,115	209,484	8.3%
KERN/INYO/MONO	5,413,868	5,880,487	466,619	8.6%
KINGS	952,458	1,045,645	93,187	9.8%
LONG BEACH	2,054,396	2,138,228	83,832	4.1%
LOS ANGELES CITY	22,031,933	23,029,526	997,593	4.5%
LOS ANGELES COUNTY	15,634,628	16,264,957	630,329	4.0%
MADERA	1,056,105	1,146,728	90,623	8.6%
MARIN	348,176	207,602	(140,574)	-40.4%
MENDOCINO	477,616	509,172	31,556	6.6%
MERCED	2,095,656	2,291,237	195,581	9.3%
MONTEREY	2,863,082	3,129,032	265,950	9.3%
MOTHER LODGE	721,287	754,104	32,817	4.5%
NAPA	293,053	229,904	(63,149)	-21.5%
NORTEC	1,327,111	1,414,693	87,582	6.6%
NORTH CENTRAL COUNTIES	2,128,684	2,316,610	187,926	8.8%
NOVA	559,007	221,037	(337,970)	-60.5%
OAKLAND	1,747,343	1,809,186	61,843	3.5%
ORANGE	3,448,971	2,226,675	(1,222,296)	-35.4%
RICHMOND	437,609	443,079	5,470	1.2%
RIVERSIDE	6,125,801	6,374,626	248,825	4.1%
SACRAMENTO	3,696,287	3,835,436	139,149	3.8%
SAN BENITO	384,711	416,331	31,620	8.2%
SAN BERNARDINO CITY	1,056,597	1,094,685	38,088	3.6%
SAN BERNARDINO COUNTY	5,189,925	5,361,881	171,956	3.3%
SAN DIEGO	7,124,385	5,821,514	(1,302,871)	-18.3%
SAN FRANCISCO	2,378,734	1,581,421	(797,313)	-33.5%
SAN JOAQUIN	4,025,699	4,358,901	333,202	8.3%
SAN LUIS OBISPO	622,751	566,699	(56,052)	-9.0%
SAN MATEO	980,133	641,722	(338,411)	-34.5%
SANTA ANA	1,278,402	1,178,228	(100,174)	-7.8%
SANTA BARBARA	1,182,384	1,193,818	11,434	1.0%

WIA ALLOCATION
YOUTH PROGRAM
HOLD HARMLESS COMPARISON

SDA NAME	WIA	WIA	CHANGE IN Dollars	CHANGE IN Percent
	TITLE I	TITLE I		
	YOUTH WITH HOLD HARMLESS	YOUTH WITHOUT HOLD HARMLESS		
SANTA CLARA	2,780,972	2,002,888	(778,084)	-28.0%
SANTA CRUZ	1,336,537	1,410,030	73,493	5.5%
SELACO	1,460,713	1,493,936	33,223	2.3%
SHASTA	976,917	1,037,513	60,596	6.2%
SOLANO	1,267,487	1,291,817	24,330	1.9%
SONOMA	838,593	530,176	(308,417)	-36.8%
SOUTH BAY	1,545,321	1,624,254	78,933	5.1%
STANISLAUS	3,770,246	4,052,596	282,350	7.5%
TULARE	4,087,379	4,484,974	397,595	9.7%
VENTURA	2,742,406	2,846,866	104,460	3.8%
VERDUGO	721,100	693,100	(28,000)	-3.9%
YOLO	577,989	603,438	25,449	4.4%
TOTALS	138,476,205	138,476,205	-	0.0%

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